



TIME-BLOCKING TOOL for SMALL NONPROFITS

Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. (50 minutes):	9 a.m. (50 minutes):	9 a.m. (50 minutes):	9 a.m. (50 minutes):	9 a.m. (50 minutes):
10 a.m. (50 minutes):	10 a.m. (50 minutes):	10 a.m. (50 minutes):	10 a.m. (50 minutes):	10 a.m. (50 minutes):
11 a.m. (50 minutes):	11 a.m. (50 minutes):	11 a.m. (50 minutes):	11 a.m. (50 minutes):	11 a.m. (50 minutes):
12 p.m. (50 minutes):	12 p.m. (50 minutes):	12 p.m. (50 minutes):	12 p.m. (50 minutes):	12 p.m. (50 minutes):
1 p.m. (50 minutes):	1 p.m. (50 minutes):	1 p.m. (50 minutes):	1 p.m. (50 minutes):	1 p.m. (50 minutes):
2 p.m. (50 minutes)	2 p.m. (50 minutes)	2 p.m. (50 minutes)	2 p.m. (50 minutes)	2 p.m. (50 minutes)
3 p.m. (50 minutes)	3 p.m. (50 minutes)	3 p.m. (50 minutes)	3 p.m. (50 minutes)	3 p.m. (50 minutes)
4 p.m. (50 minutes)	4 p.m. (50 minutes)	4 p.m. (50 minutes)	4 p.m. (50 minutes)	4 p.m. (50 minutes)

HOW THIS WORKS:

- Assumes a standard five day work week.
 - Assumes a standard work day of 9 a.m. to 5 p.m.
 - Breaks “working time” into 50-minute blocks.
 - A standard work day has eight 50-minute blocks.
 - A standard work week has 40 50-minute blocks.
 - Set aside two 50-minute blocks each work day for exercise, lunch, and/or “personal time.”
 - That leaves six 50-minute “working blocks” per day and 30 “working blocks” per week.
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DO DAILY:

Outreach (50 minutes)

- Call donors, partners, prospects, volunteers (50 minutes)

Relationships (50 minutes)

- Check in with board, partners, staff, or vendors (15 minutes)
- Thanking donors and volunteers (25 minutes)
- Social media and website updates (10 minutes)

Service (50 minutes)

- Check and respond to emails and phone messages (three blocks of 15 - 20 minutes each)

Stewardship (50 minutes)

- Check mail and online giving (10 minutes)
- Deposit gifts, enter donor/gift data in database (20 minutes)
- Send thank-you emails and/or letters (20 minutes)

DO WEEKLY:

Financials (50 minutes)

- Pay bills
- Accounts payable report
- Accounts receivable report (pledges)
- Profit/Loss report
- Cash flow forecast
- Budget/transaction update
- Expenses, payroll, etc.

Planning (50 minutes)

- Weekly report (25 minutes)
- Weekly outlook (25 minutes)

Teamwork

- Board president/committees check-in (50 minutes)
 - Staff check-in “huddle” (50 minutes)
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...and here are a few DON'T's...

- Don't let anyone else set your priority or your schedule. YOU are responsible for deciding what comes first and then making the decision to put it first in your schedule!
- Don't defer daily and weekly maintenance! It's like skipping brushing your teeth or spending time with your spouse. It adds up and costs you a lot more in the end than it does to just put 15 minutes into it today!
- **Don't move on to the next idea, opportunity, or relationship until you master what you already have!** The secret to doing more is doing a *lot* less!



SAMPLE

Monday	Tuesday	Wednesday	Thursday	Friday
9 a.m. (50 minutes): <i>RELATIONSHIPS</i>	9 a.m. (50 minutes): <i>RELATIONSHIPS</i>	9 a.m. (50 minutes): <i>RELATIONSHIPS</i>	9 a.m. (50 minutes): <i>RELATIONSHIPS</i>	9 a.m. (50 minutes): <i>RELATIONSHIPS</i>
10 a.m. (50 minutes): <i>OUTREACH</i>	10 a.m. (50 minutes): <i>OUTREACH</i>	10 a.m. (50 minutes): <i>OUTREACH</i>	10 a.m. (50 minutes): <i>OUTREACH</i>	10 a.m. (50 minutes): <i>OUTREACH</i>
11 a.m. (50 minutes): <i>STEWARDSHIP</i>	11 a.m. (50 minutes): <i>STEWARDSHIP</i>	11 a.m. (50 minutes): <i>STEWARDSHIP</i>	11 a.m. (50 minutes): <i>STEWARDSHIP</i>	11 a.m. (50 minutes): <i>STEWARDSHIP</i>
12 p.m. (50 minutes): <i>WORKOUT</i>	12 p.m. (50 minutes): <i>PERSONAL ERRANDS</i>	12 p.m. (50 minutes): <i>WORKOUT</i>	12 p.m. (50 minutes): <i>PERSONAL ERRANDS</i>	12 p.m. (50 minutes): <i>WORKOUT</i>
1 p.m. (50 minutes): <i>LUNCH</i>	1 p.m. (50 minutes): <i>LUNCH</i>	1 p.m. (50 minutes): <i>LUNCH</i>	1 p.m. (50 minutes): <i>LUNCH</i>	1 p.m. (50 minutes): <i>LUNCH</i>
2 p.m. (50 minutes) <i>TEAMWORK</i>	2 p.m. (50 minutes)	2 p.m. (50 minutes)	2 p.m. (50 minutes)	2 p.m. (50 minutes) <i>FINANCIALS</i>
3 p.m. (50 minutes) <i>TEAMWORK</i>	3 p.m. (50 minutes)	3 p.m. (50 minutes)	3 p.m. (50 minutes)	3 p.m. (50 minutes) <i>PLANNING</i>
4 p.m. (50 minutes) <i>SERVICE</i>	4 p.m. (50 minutes) <i>SERVICE</i>	4 p.m. (50 minutes) <i>SERVICE</i>	4 p.m. (50 minutes) <i>SERVICE</i>	4 p.m. (50 minutes) <i>SERVICE</i>

