The Surprising Secret to Success

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TODAY’S PRESENTER:

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“As a philanthropist dedicated to distributing my wealth to causes I believe strongly in, few things are as gratifying to me as seeing the transformational impacts of effective fundraising. Fundraising by cause organizations drives research that saves people’s lives, helps young children succeed in life and school, and creates improvement to our communities and the world at large.”

- T. Denny Sanford
BUDDY UP!
Quick Conversation:

If you could go back in time, where would you go and what would you do?
What You Can Expect to Learn

- What “managing your time” really means.
- The definition of a time-positive attitude.
- How to get organized.
- The process of defining priorities.
- The influence of organization systems and processes.
Managing Your Time
Time Management

Time Management = Personal Organization + Self Management

- Self-management/Self-discipline
- Planning & organizing
- Systems and techniques to form routines
Symptoms of Time Mismanagement

- **Working evenings** to catch up on to-do list items
- **Running late** to appointments and meetings
- Appearing **frazzled** as you go about your day
- Complaining that you **don’t have enough time** to complete a task
- Waiting until the **last minute** to finish jobs and assignments
- Missing another **appointment** or forgetting to **follow up** with a donor
Visualization Exercise: $86,400
Imagine your bank calls to say that you’ve been chosen to receive a prize. Every day, for the rest of your life, **$86,400** will be deposited into your account. The only stipulation is that it **must all be spent every day**. Anything left at the end of the business day goes back to the bank.

Those first few weeks are exhilarating. By the end of the first month, you have received **over $2 million**! After a while, however, you begin to have trouble spending your full amount every day. Think how you would feel the first time **$20,000 slipped away** from you and went back to the bank because you failed to spend it all. You would quickly realize that using this much money every day calls for some **serious planning**.
Time is non-refundable. Use it with intention.
Cultivate a Time-Positive Attitude

1. More One-on-One time
2. More efficient event strategies
3. More high quality, targeted lists
Daily Time Survey

Track your routine!

- Calling on **existing** donors
- Calling on **prospective** donors
- **Donor** email
- **Internal** email
- **Non-specific** email
- **Personal** social media use
- **Cause-related** social media use
- **Coffee, food, lunch** time
- Talking with **colleagues**
- **Work** meetings
- **Travel/drive** time
- **Paperwork/reports**
Identifying Obstacles to Achieve Desired Results

- List **5 attitudes or habits** that were the biggest **obstacles**
- Brainstorm **strategies** for changing these habits & attitudes
- **Write down your plan** for changing these habits & attitudes
Get Organized & Take Control
“Time Abusers”

1. Procrastinators
   • *Leaving tasks* until the 11th hour and then throwing self into a panic, working *around-the-clock* in an attempt not to let everyone down

2. People Pleasers
   • *Taking on more responsibility* out of a fear of confronting authority and eventually committing *too much time* to too many people

3. Perfectionists
   • *Taking more time than allocated* to satisfy extremely *unrealistic personal* standards of excellence
Get Organized

1. Conquer the Clutter

• Collect and Sort

• Gather up all the clutter around you and divide the assembled items into two categories:
  1. Time-sensitive (have due dates)
  2. Someday (need to be addressed eventually)

This categorization can also apply to a full email inbox!
Get Organized

1. Conquer the Clutter
   • *Put it on the Calendar*
     • Go to your calendar and put in a **due date** for all **time-sensitive material** with meetings or deadlines attached
     • Create a **coordinating folder** for any files that go with the meeting/deadline
     • Each day, check the **appropriate folder** as you update your **to-do list**
Get Organized

1. Conquer the Clutter
   • *Put Away the Rest*
     • Organize the “Someday” material
     • Decide what could be paperless or even thrown away

   Depositing unnecessary clutter into the recycling bin can be an exhilarating feeling!
2. Control the Interruptions

• Determine whether they are interruptions or just part of your job

• If they are part of your job: determine if it is more important than what you are currently working on or if it can wait
Three Types of Interruptions

1. People
2. Paper
3. Environment
Get Organized

1. People

• **Donors**
  - First priority! Most encounters are opportunities to **deepen the relationship**

• **Leaders and Board Members**
  - If you can complete their request **without missing** a deadline or meeting, do what they ask

• **Co-workers and Volunteers**
  - Determine how **time-sensitive** their request is. If it can wait, **politely say no**.

• **Family and Friends**
  - Set expectations for contact during work and expect them to respect those boundaries
Get Organized

- **Email and Other Messages**
  - Schedule **timeslots** during the day to write and respond to emails – stick to the schedule to **manage expectations**

- **Newsletters and Campaign Literature**
  - **Schedule!** If you need them done by a certain date, put the deadline in your calendar and plan accordingly

- **Reports**
  - Save reports for **first thing in the morning** or make them the **last thing** you do before you leave

- **Projects**
  - Set **aside 3 to 5 hours a week** to avoid last-minute rushing to get it done and send others an invite to **block their calendars off too**

2. Paper
Get Organized

3. Environment

- **Phone Calls**
  - Schedule daily time blocks for outgoing calls. Take incoming calls according to who is calling *(donors get priority)*. Send non-urgent calls to voicemail and return them on the commute home.

- **Visual Distractions**
  - If you work in an open office environment, choose a seat that provides you with the least distracting view.

- **Comfort Factors**
  - Take control! If it’s too cold, hot, dark, or bright, speak up and get it fixed. Wear comfortable clothing that won’t detract from your productivity.
Prioritizing with the Pareto Principle

Doing Your ABC’s

“A” priority items
• Must be done by a specific date in order to reach a major goal
• If you were not to complete the item, you would risk your personal and your organization’s credibility

“B” priority items
• Can be done in the next week or month without negative repercussions

“C” priority items
• Nice to do at some time
• No negative repercussions if you never completed them

Number your “A” items in order of their importance!
Create Living To-Do Lists

- **Master**: The everything list (A, B, and C priorities)
- **Monthly**: 30-day window (mostly A and B priorities)
- **Weekly**: This week (most A and a few B priorities)
- **Daily**: Up to six items for today (A priorities only)
Repeat all successful behaviors.

Discover the right system for you.

Strive for focused activity, not perfection.

Acknowledge the need for a system.
Schedule Everything (Yes, Everything)

If you want it to get done, put it in the calendar.

If it’s not important enough to schedule, it’s not important.
Set Distinct Time Goals

- Establish a series of goals and develop a plan to reach them.
- Estimate the amount of time you will need to complete each task.
- *Parkinson’s Law* dictates that a deadline pushes you to complete the work within the allotted time.
Final Words of Time Wisdom

- Schedule everything.
- Find your peak zone.
- Carve out personal time.
- Let go and delegate.
- Learn to say no.
- Build your tribe.
PERSONAL ACTION PLAN

1. Three key concepts that were most beneficial to me today
2. What am I doing well already?
3. Priority actions I will take when I return to the office?
QUESTIONS?

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