Creating Time Worksheet

1. Which of these barriers seems to inhibit you the most? (Rate them 1- 6 with 1 being the most problematic)

\_\_ Procrastination

\_\_ Short Term Thinking

\_\_ Negative Thinking

\_\_ Solving Insignificant Problems

\_\_ Over Analyzing

\_\_ Seeking Perfection

2. Ideas for dealing with my own barriers:

3. Are there obvious speed bumps I can immediately use in my daily (weekly) routine?

4. Select one project. Now try to frame the question you should be asking yourself. Remember, it should be a “what” or “how” question (not a “why” question).

 a. Which project will I focus on?

 b. What is my question?

**RFP Matrix**

5. Do I want to build a matrix for government opportunities?

\_\_Yes \_\_No \_\_Maybe

6. Do I want to build a matrix for private funding opportunities?

\_\_Yes \_\_No \_\_Maybe

7. Who might help me develop the matrix? (clear thinker, analytical skills)

8. What are the most critical criteria that I know must be represented in my matrix?

9. Who, in leadership position, needs to ‘bless’ the matrix once it is developed?

\_\_ Supervisor

\_\_Fundraising Committee or Chair

\_\_Board of Directors

\_\_ Others

**Establish a Grant Committee**

10. How might I best use a committee to help me write and submit grant requests? Do I need help with research, writing, editing, layout, collecting attachments?

11. Who might serve on my Grant Committee?

* Writer 1:
* Writer 2:
* Editor:
* Researcher:
* Layout and Design:
* Charts ad Graphs:

**Templates to Develop** (and/or date stamp)

12. Which of the following templates do I need to develop or update?

\_\_ Organizational history \_\_ Develop \_\_ Update

\_\_ Operating plan \_\_ Develop \_\_ Update

\_\_ Operating budget \_\_ Develop \_\_ Update

 Narrative \_\_ Develop \_\_ Update

 Graphic \_\_ Develop \_\_ Update

\_\_ Board bio’s \_\_ Develop \_\_ Update

\_\_ Staff bio’s (and resumes) \_\_ Develop \_\_ Update

\_\_ Organizational chart \_\_ Develop \_\_ Update

13. Do I need to identify a font/style we will consistently use:

\_\_Yes \_\_No \_\_ Need to check

14. Do we have a style manual that the office uses consistently?

\_\_Yes \_\_No \_\_ Need to check

**Six Time Making Tips**

**Send it out**

15. Do I have a budget line item that allows me to outsource any of the grant proposal development work?

\_\_Yes \_\_No \_\_Maybe

16. Could I find an individual who would underwrite the outsourcing costs?

\_\_Yes \_\_No \_\_Maybe

1. If yes, who might that be? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

17. Which specific grant writing tasks do I need the most help with?

**Set a schedule**

18. Do I have a fairly strict working schedule that I adhere too?

\_\_Yes \_\_Not really

18 a. Could I tighten up my work schedule creating more time to pursue grant requests?

\_\_Yes \_\_No \_\_Maybe

19. Do I have a good tool to help me stick with a schedule?

\_\_Yes \_\_No \_\_I have one, but I don’t use it well

20. Name one thing you could do that would free up more of your time.

**Using Good Tools**

21. Am I using good tools?

\_\_Yes

\_\_No

\_\_I need to analyze what I have and how I am using it

22. What sorts of tools do I need to add to make my work more efficient?

23. Do I have a good grants research tool?

\_\_Yes

\_\_No

\_\_I need to analyze what I have and how I am using it

24. Do I have a good document sharing tool?

\_\_Yes

\_\_No

\_\_I need to analyze what I have and how I am using it

**Ditch Meetings**

25. Do I have regularly scheduled meetings that I can eliminate?

\_\_Yes

\_\_No

\_\_Perhaps (what might they be?)

26. How might I make the meetings we must have less time consuming?

27. Can some of our meetings become online chats or discussions?

**Be Realistic**

28. Do I typically schedule more than I can achieve in one day?

\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_Not sure!

28a. Could I adopt a process that would help me carefully schedule how much I should accomplish in a day? If so, what would that be?

**Tech It Up**

29. Am I inherently adverse to learning new tech tools? Is it hard for me to learn new tech tools?

\_\_ Yes

\_\_ No

\_\_ I tend to only learn the basic way to use a new tool

30. What tools do I have at hand but have put off learning more than just the basics?

31. Do I use Word efficiently?

\_\_ Yes

\_\_ No

\_\_ I only know the basics that everyone seems to know!

**Other Notes:**