



MANAGING TIME TO MANAGE VOLUNTEERS EFFECTIVELY

Effective time management is the key to not only finding the successful blend between the needs of the volunteers and the volunteer program, but more importantly to avoiding burn out of volunteer program managers.

1. For you, what are the elements of a strong volunteer program?
2. How many of these elements do you currently have in place?
3. How effectively are these elements being delivered? What are the challenges that you face?
4. What are some strategies that you have found successful in managing the time required to delivery these elements?

TIPS FOR VOLUNTEER MANAGERS/COORDINATORS

- 1. Know your goals**
- 2. Create a daily plan.** Plan your day before it unfolds.
- 3. Plan on paper.**
- 4. Peg a time limit to each task.** Be clear that you need to finish X task by Y time. This prevents your work from dragging on and eating into time reserved for other activities.
- 5. Use a calendar and organizing tools.** Having a calendar is the most fundamental step to managing your daily activities.

6. Know your deadlines. When do you need to finish your tasks? Mark the deadlines out clearly in your calendar and organizer so you know when you need to finish them.

7. Set Time Boundaries

8. Finish One Task at a Time. Complete one task and do it well before moving onto the next

9. Check off completed tasks

10. Learn to say "No". Don't take on more than you can handle.

11. Target to be early. When you target to be on time, you'll either be on time or late.

12. Have a clock visibly placed before you.

13. Block out distractions/Eliminate time wasters. Instant messages? Phone ringing? Text messages popping in? Constantly responding to emails?

14. Prioritize. Since you can't do everything, learn to prioritize the important and let go of the rest.

15. Delegate. If there are things that can be better done by others or things that are not so important, consider delegating. This takes a load off and you can focus on the important tasks.

16. Leave buffer time in-between. Don't pack everything closely together. Leave a 5-10 minute buffer time in between each tasks. This helps you wrap up the previous task and start off on the next one.