

10 EASY TO-DO'S

to grow your nonprofit
IN JUST 10 MINUTES A WEEK

Trust me, I know. When you work for a nonprofit, most weeks you're hard-pressed to find a spare minute. But it's never been more critical to find ways to build authentic relationships with those who give time, talent, and treasure to your cause.

Here are 10 easy – and high-impact – things you can do in just 10 minutes a week. Do them and in under 9 hours a year you'll create more committed donors, more engaged volunteers, stronger staff members, and more joyful board and committee members!

- 1) **PICK UP THE PHONE.** Call a donor, volunteer, funder, co-worker, or board member and simply thank them for what they do for your group. That's it – just say thanks, even if it's on voice mail. The personal thank you will be very welcomed. *(1 minute)*
- 2) **TEXT A THANKS.** As you sit in a waiting room or wait at gas pumps, grab that phone and shoot a quick text of thanks. Take 30 seconds to remind a volunteer, donor, or committee member that they matter! *(30 seconds)*
- 3) **GRAB A PEN...AND A STAMP.** If you don't have a stash of thank you notes, get some. Grab one note a week and send a short handwritten thank you to someone who has done something positive for your group in the last few weeks. *(2 minutes)*
- 4) **GET ON FACEBOOK.** Find someone associated with your group that you're Facebook friends with and post a note of thanks on their wall or by private message. *(30 seconds)*
- 5) **ADD 1 NEW CONTACT.** That friend or associate who expressed interest in your work? That crumpled business card at the bottom of your bag? Enter 1 new contact a week to your database. *(30 seconds)*
- 6) **ASK FOR INPUT.** Reach out to a donor, volunteer, board member, staffer, client, sponsor, or committee rep and ask them what they love about your group and to share a recent positive experience. You'll quickly learn new things, get wonderful quotes to use, and build stronger relationships! *(2 minutes)*
- 7) **SCAN 5 RECORDS.** Scan 5 records in your database. Clean up any missing or messy information and make necessary updates. *(1-2 minutes)*
- 8) **TELL ONE PERSON.** Word of mouth is incredibly powerful. Be intentional about telling one new person each week about your organization *(2 minutes)*
- 9) **LEAVE BROCHURES BEHIND.** Carry your brochures with you and when you visit doctor's offices, libraries, government buildings, etc., leave some behind. *(0 seconds)*
- 10) **SHARE BLING!** Carry your group's magnets, bumper stickers, or other bling and be intentional about sharing these with someone new each week. *(30 seconds)*



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