

# TEN MINUTE IDEAS

- Write a note of encouragement for one team member and leave it on their desk (even a sticky note matters!)
- Do a brain dump - grab a sheet of paper and just write ideas as they come to mind. No judgement of them --just get them down in writing
- Respond to one email still sitting in your inbox
- Make a list of three people you want to meet with about your next program idea
- Follow five inspiring nonprofits on Instagram or Facebook
- Clean up your desk area and toss anything no longer needed/Make a to-do list for tomorrow
- Write down one thing you've been doing well and one thing you could improve on this week
- Comment on three Facebook posts with meaningful, thoughtful words
- Organize something in your computer files. What takes you the longest to find when you need it? Rename and move it to the place you always look first.
- Take a ten-minute walk and clear your head
- Write a thank you note to someone (board, staff, volunteer, etc.)Write a positive message that you need to remember and stick it somewhere in your office (i.e. I breathe in calmness and breathe out worry)
- Send an email to one or two volunteers, asking if they'd be interested in writing a testimonial for your website (save that email as a template for next time!)
- Search for inspiration! Visit the websites of other nonprofits in your niche and see what programs they're running or what their website looks like. Identify one idea you can build upon (not copy)
- Create an email template that you can use for common questions you get
- Schedule social media posts
- Eat a healthy snack. Your brain needs fuel to work at its best!
- Check your website analytics and then set a goal to increase an area that matters to your nonprofit (traffic or referrals, or donations)
- Stand up. Look around. Take a few minutes to breathe and be grateful for all those around you helping you do this good work.