

Redeeming Your Time

Where the week goes. Ten minutes, on your own copy. Rough numbers beat blank boxes; we do the math together.

1 · YOUR WEEK, ROUGHLY (HOURS)

Family and community communication (calls, texts, emails, the conversations at the door)	
Intake and inquiries: calls, tours, paperwork, waitlist follow-up	
Staffing and volunteers: schedules, covering an absence	
Paperwork: state, funder, board, and grant reports	
Fundraising and events (donor thank-yous, the annual event, the volunteers who run it)	
Everything else (vendors, the building, the stuff that finds you)	
Total hours in a normal week	

2 · THE NUMBERS WE WILL DO THE MATH WITH

People served today, and the number you could serve well (write both)	
People waiting for a spot or a reply today	
Staff on payroll, full time and part time (write both)	
New inquiries in a normal month (calls, forms, walk-ins, referrals)	
Of 10 inquiries, how many come in; of 10 who come in, how many stay (write both)	
How people find you, in order (referral, word of mouth, church, Google, social, other)	
Donors who gave last year, and how many gave more than once (write both)	
Emails that land in your inbox on a normal day, and how many need a real reply from you (write both)	
If you could hire a helper tomorrow, how many hours a week of work would you hand them?	

3 · FOUR QUESTIONS, ONE LINE EACH

The task you would never touch again if you could.

Someone who reached out but never came in. What has happened to them 30 days later?

If inquiries doubled next month, what breaks first: space, staff, funding, or paperwork?

If you served 25 percent more people in two years, what would have to be true?

Why this sheet. Every hour here is time with the people you serve, time the mission needs from you, or work a system could do. On a call we sort the three piles, put a number on the third, and pick the first thing to hand off. The room you have left decides the order: a full week means hours before growth. Nothing you write here leaves you and Emprise.

Miguel Thorpe, Growth Specialist, Emprise Digital · (501) 269-5797 · Miguel@emprisedigital.co · Conway, Arkansas

Type into the boxes and save, or print it and write. Book a free 30 minutes: cal.com/miguel-thorpe-mpznww/30min