

Mindful Productivity Tips for Nonprofit Professionals to Avoid Year-End Burnout

Thursday, December 1, 2022 | 2:00 – 3:00 p.m. EST



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A Little Housekeeping...



We're recording this webinar!

All registrants will receive an email containing a link to the recorded webinar AND a ton of other resources!



Feel free to ask questions!

Use the Questions chat box to ask your questions.
We will have a Q&A session at the end of the presentation.



Engage with us on social media!

Share your highlights and takeaways with the **#qgivwebinar** hashtag, and please make sure to follow **@Qgiv**!



FUNDRAISING TECH

Made for you



Designed with you in mind

Designed for fundraisers by fundraisers through customer-led development input



Time saving data tools

Save time, attract and retain donors, and raise more money with all of your fundraising data in one place



Powerful integrations

Easily integrate with your third-party CRM, email provider, and accounting software



Meet the Speaker



Meico Whitlock

Meico Whitlock helps changemakers create work-life and tech-life balance so they can do their best work better while living their best lives. He is the founder and CEO of Mindful Techie, author of the Intention Planner, and a certified trauma-informed mindfulness teacher.

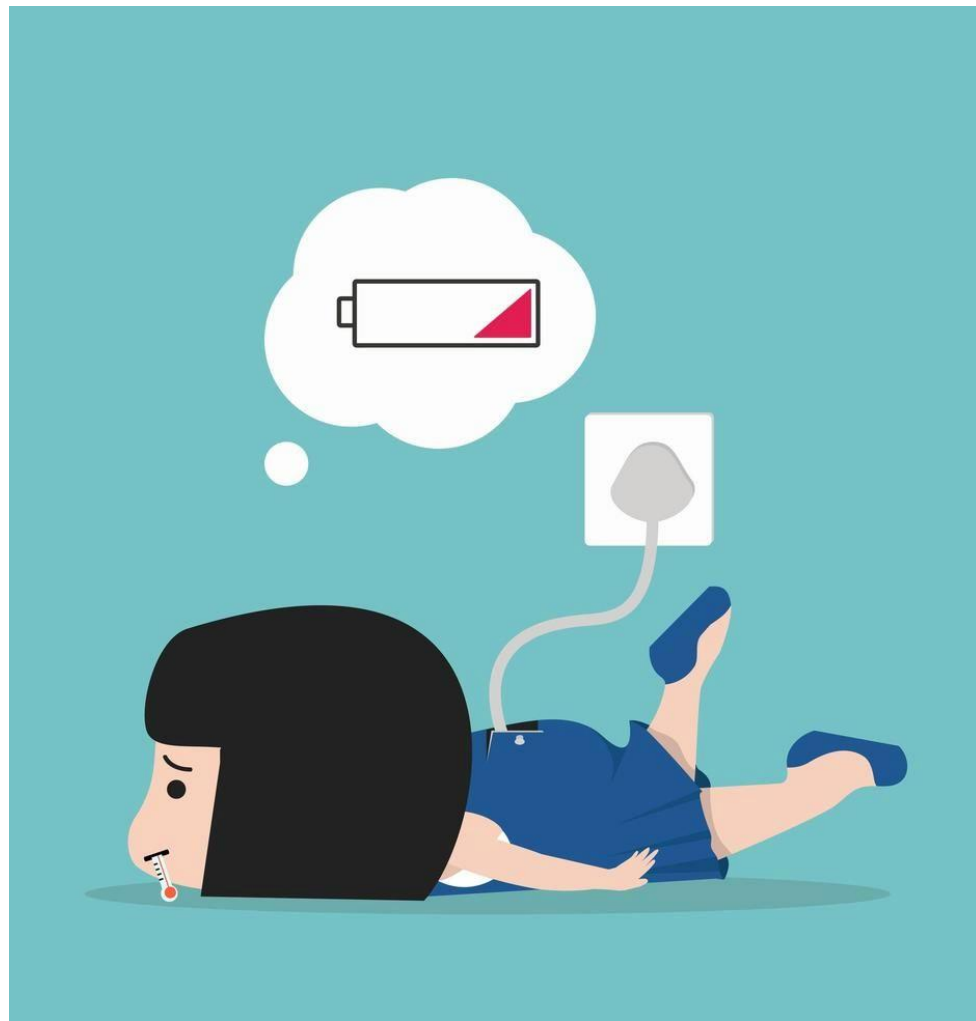


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Welcome to Mindful Techie's

Mindful Productivity Tips for Nonprofit Professionals to Avoid Year-End Burnout





Just a few...

**Strategies for Mindful
Productivity During
Year-End**

Who am I?



Meico Marquette Whitlock

mindfultechie.com

- ★ Speaker. Trainer. Coach.
- ★ I help changemakers break free from tech and work-life overload.
- ★ Recovering workaholic.
- ★ Former communications director & techie.
- ★ I love live jazz, like salsa dancing, and make the world's best vegan chili!

#MindfulTechie #Meditator
#Yogi #Minimalist #Triathlete

[@amindfultechie](https://twitter.com/amindfultechie)

**Take a moment
to arrive**



Ready?

The Challenge

SLIDO QUESTION

**My biggest challenge
with productivity
during year-end is . . .**

Top Productivity Challenges



Uncertainty



Safety



Social Anxiety

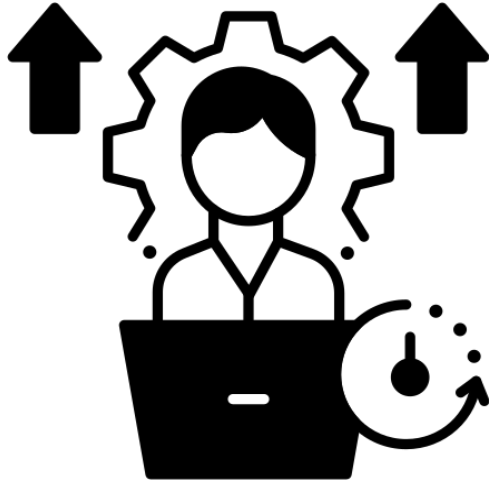


**Work-Life
Balance**

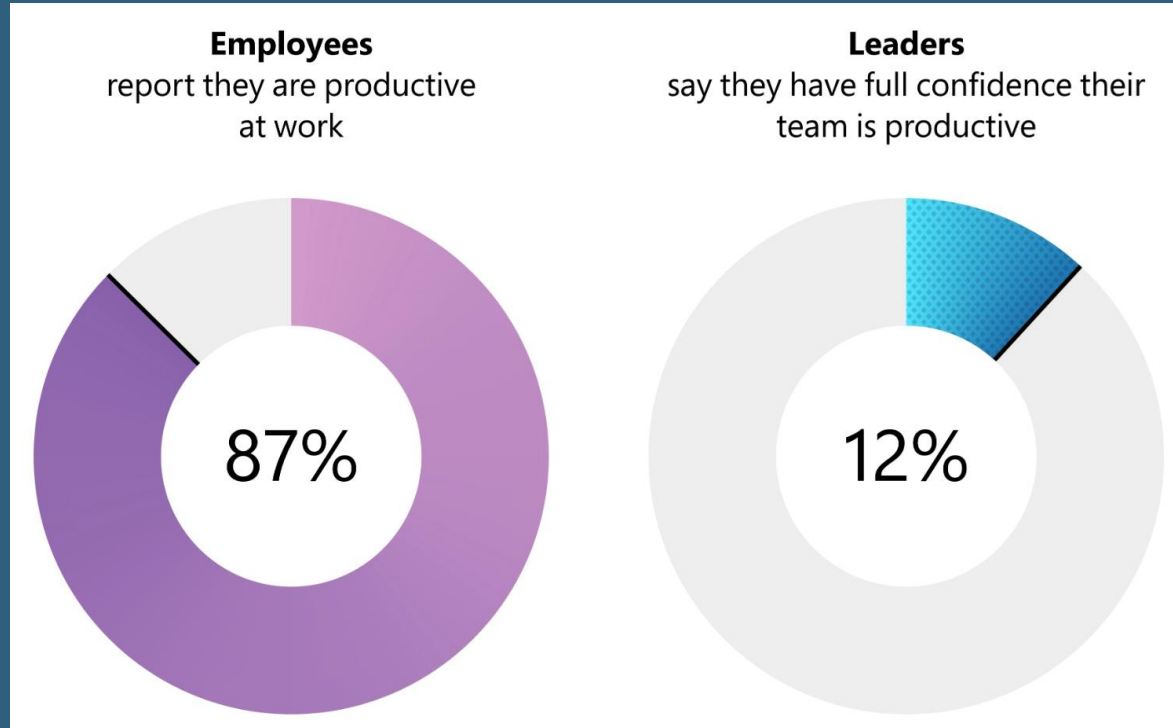


**Collaboration &
Tech Overload**

Mindful vs. Toxic Productivity



How productive are you really?



Report: Hybrid Work Is Just Work. Are We Doing It Wrong? // Microsoft // September 2022

Just a few...

**Strategies for Mindful
Productivity During
Year-End**



***Yeah,
I know...***

CHAT QUESTION

What's one thing that's helping you be more productive?



Acknowledge the new reality

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Which one are you in the morning?



START

- ✓ Meditate
- ✓ Workout
- ✓ Shower
- ✓ Make tea

STOP

- ✓ Close computer
- ✓ Close office door
- ✓ Walk dog
- ✓ Cook dinner

Have a start/stop ritual



mindfultechie.com/planner

Today's plan

Day 3 // S ☒ T W Th F Sa // 08 / 26 / 2019

I am grateful for One thing Today

Securing an awesome graphic designer for my upcoming projects.

My singular intention is This can be just one word.

To sustain the momentum of my daily spiritual practice.

My key tasks are

- ☐ Meditation
- ☐ Go to the gym
- ☐ Complete workbook revisions
- ☐ Follow-up on client emails
- ☐ Finish email marketing content
- ☐ Call mom

Before 7 am

7 am Meditation

8 am Gym

9 am

10 am Complete workbook revisions

11 am Client email follow up

12 pm Lunch away from desk

1 pm Draft email marketing copy

2 pm Client call

3 pm Draft email marketing copy

4 pm Call mom

5 pm

6 pm

7 pm Dinner with Brian

8 pm

After 8 pm

THE INTENTION PLANNER // 238

Make a clear plan for your day/week

TO DO

DATE: _____
 FINISH BY: _____
 TOPIC: _____

No.	TASKS	DONE	ERRANDS	DONE
01				
02				
03				
04				
05				
06				
07				
08				
09				
10				

No.	CORRESPONDENCE	DONE	NOTES
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			

"Make a list—you'll feel better." ☐ ALL DONE

TO DON'T

TO AVOID	TO DELAY

TO PAWN OFF	TO SABOTAGE

☐ NOT DONE

"JUST DON'T DO IT"

Create your to do AND to don't list

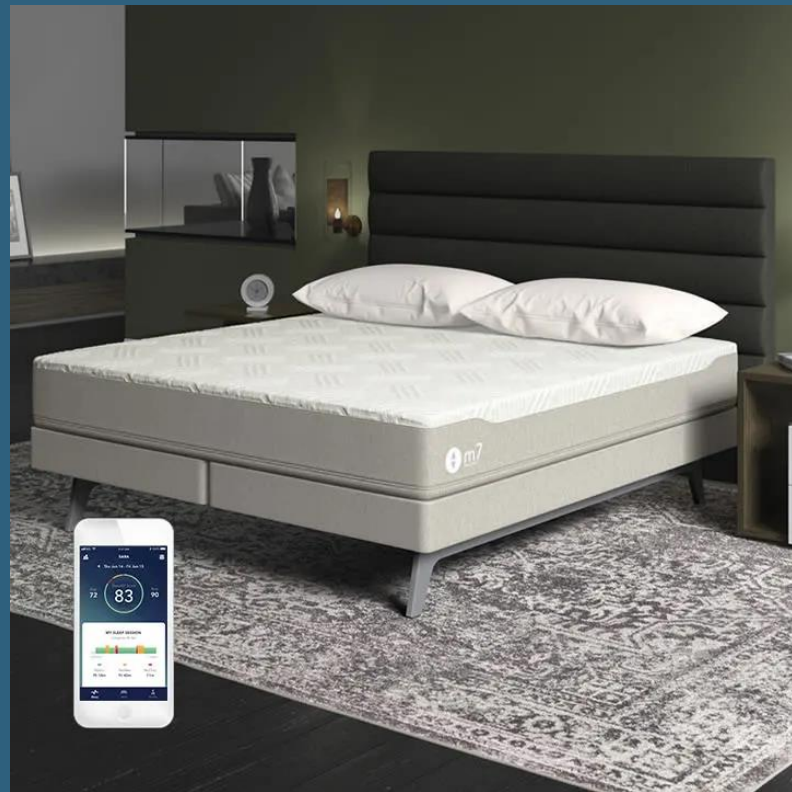
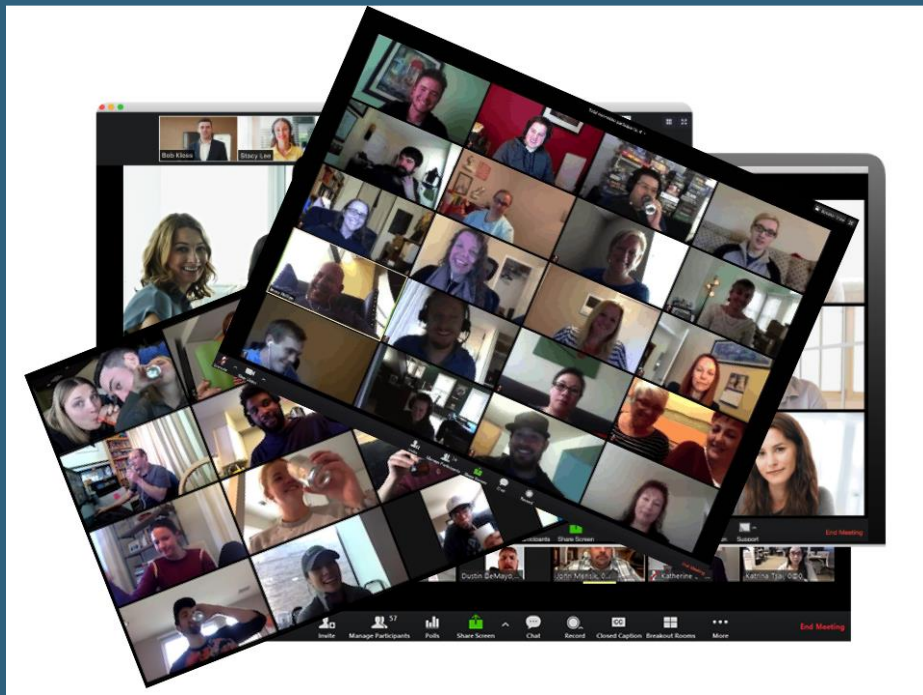


Update your rules of engagement

- ✓ When will you be available for work? Non-work/screen free time? Focus time?
- ✓ What's the best way to reach you when it's urgent vs. non-urgent?
- ✓ How soon should others expect a response?

- ✓ When will you be remote vs. in-person?
- ✓ Take an audit of shared collaboration tools? Ex:
 - Project Management
 - Document Storage
 - Calendars
 - Appointment scheduling

Update your rules of engagement



Decrease (Zoom) meeting number

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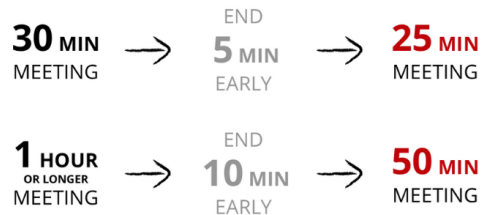


#TechTip

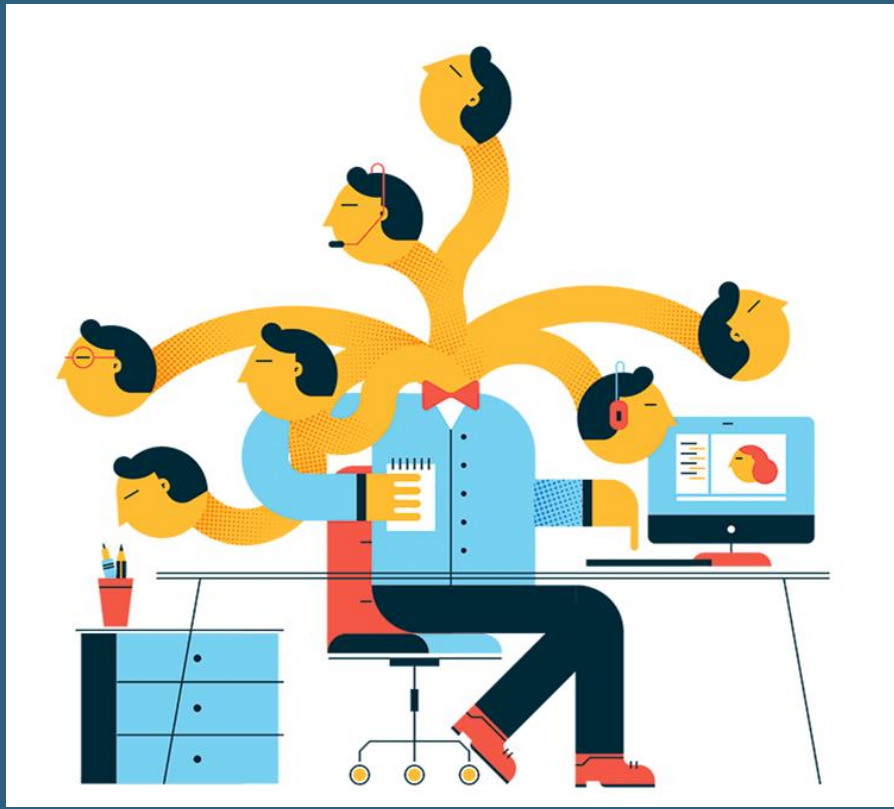
Reclaim your time by changing your calendar settings to shorten the default length of your meetings.

CURRENT MEETINGS

SPEEDY MEETINGS



Have speedier meetings



- ✓ **Schedule off hours emails**
- ✓ **Reduce meeting bloat**
- ✓ **Have audio-only conference calls**

Tame collaboration overload

WAIT

Why
Am



I
Talking?

Before you speak:

THINK

T - Is it True?

H - Is it Helpful?

I - Is it Inspiring?

N - Is it Necessary?

K - Is it Kind?

Be responsive vs. reactive

Stay 6 Feet Apart



Prevent tech exhaustion by maintaining at least six feet of social distance between you and your devices.



Practice social distancing

SLIDO QUESTION

**What's ONE thing you
will commit to putting
into practice?**



- ✓ Acknowledge
- ✓ Confront
- ✓ Execute

Give yourself GR(A.C.E.)

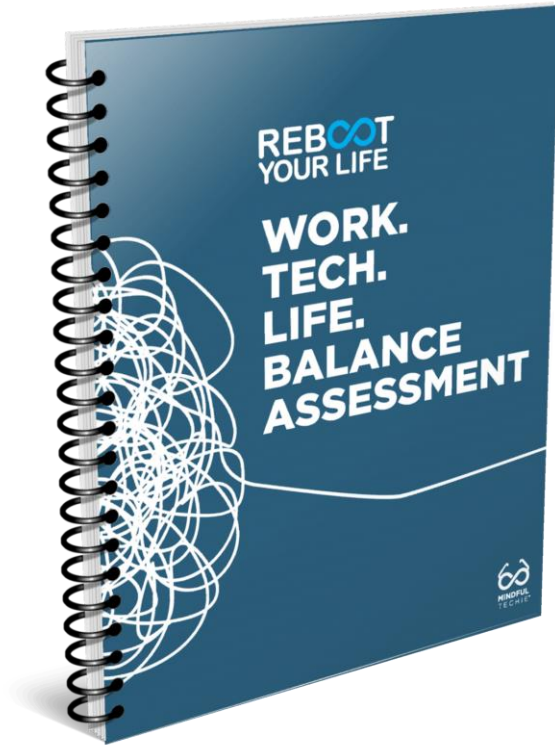
**[YOUR NAME], I know you're doing the
best you can / with what you have / right
where you are.**

**That's all anyone can ask of you. / And
guess what? / You're amazing! / You're
awesome! / You're alright with me!**

****big self hug****

Repeat after me . . .

FREE Work-Life + Tech-Life Balance Workbook



mindfultechie.com/free

→ **Let's connect!**

Meico Marquette Whitlock
meico@mindfultechie.com
mindfultechie.com



Questions?

Type your questions in the Q&A box and we'll get to you shortly!



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Thanks for Joining!

Stick around for a brief survey at the end of the webinar.

TO GET IN TOUCH WITH QGIV

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