

Quick Wins for Operational Efficiency

- ☐ Map out your core workflows (program delivery, volunteer onboarding, reporting)
- ☐ Identify bottlenecks and repetitive tasks in each process
- ☐ Hold a team meeting to gather improvement ideas from frontline staff
- ☐ Set up a basic project management board (Trello, Asana, Basecamp)
- ☐ Schedule weekly or bi-weekly “sprints” for key projects
- ☐ Implement daily or weekly stand-up meetings (10–15 min max)
- ☐ Document your key processes using simple SOPs
- ☐ Automate at least one recurring admin task (e.g., donor thank-yous, meeting scheduling)
- ☐ Review and update your KPIs—focus on outcomes, not just outputs
- ☐ Schedule a monthly “retrospective” to discuss improvements and celebrate wins



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