

# Exercise: Top Priorities

## Instructions

Set a timer for 5 minutes.

List your organization's top three priorities for today, for this week, this month, and this year.

Then reflect on your lists:

How easy or hard is it to come up with a list of only three?

Do your long-term priorities show up on the lists?

How can your team and your board help in selecting and keeping focus on your top priorities?

Do your personal priorities coincide with the organization's priorities?

## Example:

List your organization's top 3 priorities

Day

1 *Provide services to at least 100 people.*

2

3

Week

1 *Finish first draft of infrastructure plan.*

2

3

Month

1 *Establish relationships with 2 adjacent nonprofits in our community*

2

3

Year

1 *Raise \$750,000 from new sources.*

2

3

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List your organization's top 3 priorities

Day

1

2

3

Week

1

2

3

Month

1

2

3

Year

1

2

3

