



One Street's Priority Matrix

<p style="text-align: center;">Critical, Urgent</p> <p style="text-align: center;">~ 15% of staff time</p> <ul style="list-style-type: none"> • Responding to unexpected crises • Filling in for staff pulled away by emergencies or suffering burnout • Dropping everything else to meet last minute deadlines • Explaining to donors, partners, members and clients why responsibilities weren't met • Cutting back planned expenses to make up for missed income 	<p style="text-align: center;">Critical, Not Urgent</p> <p style="text-align: center;">~ 85% of staff time (also board time, but only at the governance level, not daily duties)</p> <ul style="list-style-type: none"> • Developing and following a clear work plan and budget for each year • Ensuring all clients are served well and more feel comfortable coming to the organization • Preparing important activities well in advance • Submitting reports, payments, proposals & other important paperwork well before deadline • Communications with members, clients, supporters, staff and volunteers to ensure all are updated on news and activities. • Seeking out and meeting with new partners and funders • Developing potential new opportunities.
<p style="text-align: center;">Not Critical, Urgent</p> <p style="text-align: center;">~ 100% of volunteers' time ~ Any staff time saved by avoiding crises</p> <ul style="list-style-type: none"> • Member/client inspirations & gathering ideas • Mailing tasks • Event decorations and other creative activities • Data input • Promotions distributions • Grant and funder research • Surveys • Spreading the word about the organization & inspiring others to get involved 	<p style="text-align: center;">Not Critical, Not Urgent</p> <p style="text-align: center;">~ 0% of anyone's time</p> <ul style="list-style-type: none"> • Distractions that have nothing to do with accomplishing the organization's mission • Personal activities that should wait for personal time • Random web browsing • Busy work

Critical

Urgent

Not Urgent

Not Critical