

## Handout #2

### ***Best Practices of Volunteer Management Urgent vs. Important Activity***

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Eugene is a typical Extension Educator. This is his to do list for today. Which of these tasks are urgent? Which are important?

Monthly statistical report due today  
Make an appointment for a massage  
Have coffee w/ Eddie  
Send get well cards to seriously ill volunteers  
Write press release for National Volunteer Week  
Organize volunteer schedule for next week  
Prepare orientation packets for next week  
Call Joann for recognition banquet ideas  
RSVP for regional meeting next week which is 2 hours away  
Check prices of camp stoves at Cabellas  
Return call to regional director  
Submit teaching proposal for Galaxy Conference  
Write professional development grant to fund Galaxy Conference  
Agenda for volunteer meeting tonight  
Gift for secretary – it's Administrative Assistant's Day!  
Webinar on using blackboard collaborate today

	Urgent	Not Urgent
Important	<b>1. Necessity - Reduce</b> Tasks that need your immediate attention. Reactive 'fire-fighting'	<b>2. Quality - Increase</b> Habitual, proactive actions that reduce quadrant 1.
Not Important	<b>3. Deception - Manage</b> Things that appear to be worth doing.	<b>4. Waste - Avoid</b> Time wasting activities