



2024-2025

Nonprofits: We're Here To Help YOU

Working Smarter:
Three Tools to Boost Productivity and Efficiency

TUESDAY AT NOON | FACILITATOR: Melanie Hedrick

NONPROFIT HELPDESK

We're here for you!

- Free Live Workshops
- Archive of Past Workshops
- LinkedIn Community
- Free Expert Support

Find out more at www.nphd.org

These workshops are funded by generous allocations from NYC Council Members



WORKSHOPS FOR CAPACITY BUILDING & NYC DISCRETIONARY FUNDING



From Logo to Legacy: Building Your Brand Story

Join NPHD to learn about the power of branding and how to make it the core building block of your communication strategy.

NonProfit HelpDesk

From Logo to Legacy: Building Your Brand Story

Today • 12:00 PM EDT

Free



You Ask, We Answer: NYC Council Discretionary Expense Funding

NonProfit HelpDesk

You Ask, We Answer: NYC Council Discretionary Expense Funding

Tomorrow • 6:30 PM EDT

Free



Nonprofit Excellence - A Guide to the Top 10 Best Practices for Nonprofit Organizations

Join NPHD to learn about Nonprofit Excellence: A Guide to the Top Ten Best Practices for Nonprofit Organizations.

NonProfit HelpDesk

Nonprofit Excellence - Top 10 Best Practices for Nonprofit Organizations

Tue, May 27 • 12:00 PM EDT

Free



NYC Council Discretionary Funding Q&A w/ NYC Dept of Youth & Community Dev.

NonProfit HelpDesk

NYC Council Discretionary Funding Q&A w/ NYC Dept of Youth & Community Dev.

Wed, May 28 • 6:30 PM EDT

Free



Submitting the HHS Prequalification (PQL) Application

NonProfit HelpDesk

Submitting the HHS Prequalification (PQL) Application

Wed, Jun 4 • 6:30 PM EDT

Free



Getting Started with Grants

Join NPHD to learn how to get started with grant funding.

NonProfit HelpDesk

Getting Started with Grants

Tue, Jun 10 • 12:00 PM EDT

Free



Navigating NYC PASSPort for Nonprofits

NonProfit HelpDesk

Navigating NYC PASSPort for Nonprofits

Tue, Jun 10 • 6:30 PM EDT

Free



NYC Council Discretionary Expense Funding: Contracting & Reimbursement

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NYC Council Discretionary Expense Funding: Contracting & Reimbursement

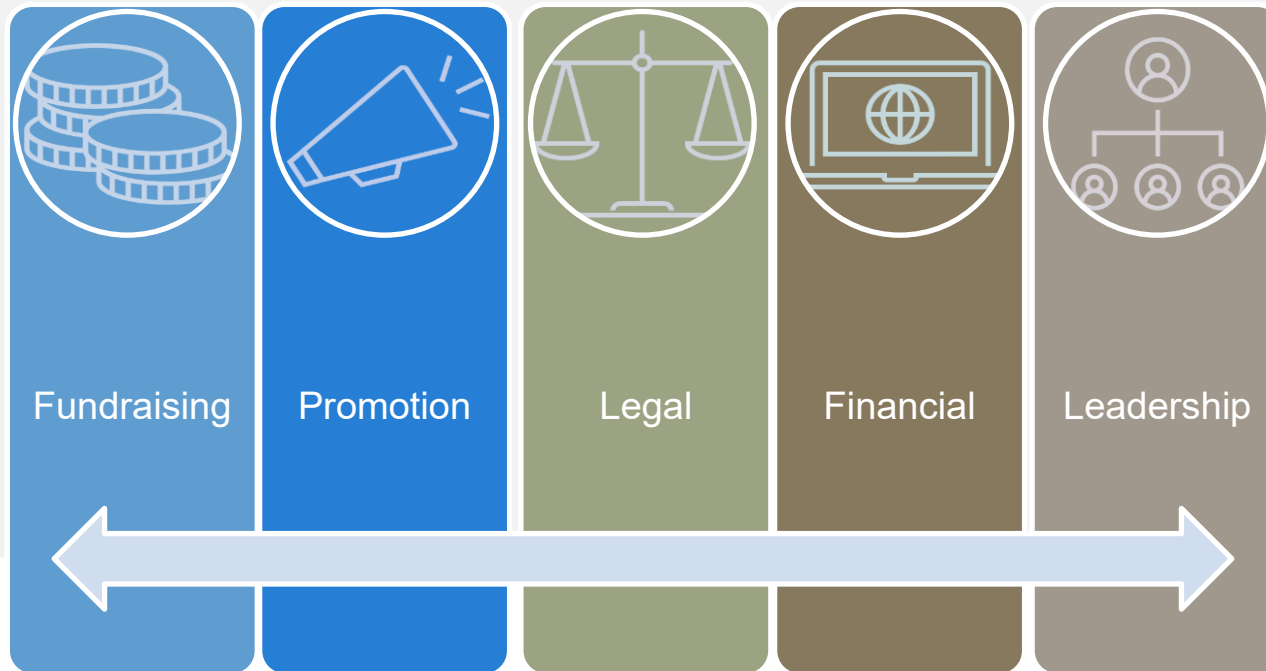
Tue, Jun 17 • 6:30 PM EDT

Free

sample list of workshops, please visit nphd.org for current schedule

HELPDESK FOR A VARIETY OF NEEDS

REQUEST SUPPORT BY COMPLETING A FORM AT WWW.NPHD.ORG!





ABOUT ME

My background is in non-profit, finance and tech, creating operational and administrative teams and providing ongoing oversight.

I have more than 20 years of experience in growing business ventures at various stages of development.

I have a B.S. in Business Management and a PMP - Project Management certification.





WORKING SMARTER:
THREE TOOLS TO BOOST PRODUCTIVITY
AND EFFICIENCY

A close-up photograph of a desk. In the foreground, a white computer keyboard is partially visible. Below it, a calendar page shows dates 16, 17, 23, 24, 25, 30, and 31. To the left, a notebook with several colorful sticky tabs (purple, teal, black) is open. The background is a light-colored wooden surface.

**BUSY ISN'T THE SAME AS
EFFECTIVE**

**(IT JUST HAS MORE
MEETINGS)**

A study conducted at UC Berkeley showed that 87% of workers are working two hours later every day compared to 2019.

Yet over one-quarter of deadlines are missed each week.



TIME BLOCKING

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:00-9:30	Email	Email	Email	Email	Email	
9:30-10:00	Phone calls	Phone calls	Phone calls		Phone calls	
10:00-10:15	Break	Break			Weekly Reset	
10:15-11:30	Product or Service	Product or Service	Strategic outreach	Product or Service	Product or Service	
11:30-11:45	Break		Meeting			
11:45-12:30	Meeting	Strategic outreach	Research	Strategic outreach	Research	
12:30-2:00	Research					
2:00-2:15	Email					



Multitasking is something we all do, but did you know that it actually decreases productivity?



The superpower to accomplish “everything” lies in doing one thing at a time.

DITCH THE
MULTITASKING

DUAL TASK INTERFERENCE



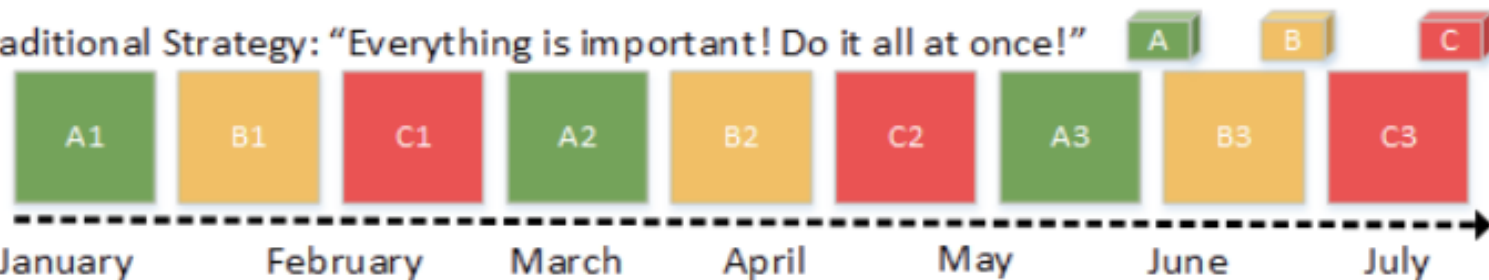
- The decline in performance when attempting to perform two tasks simultaneously, rather than separately



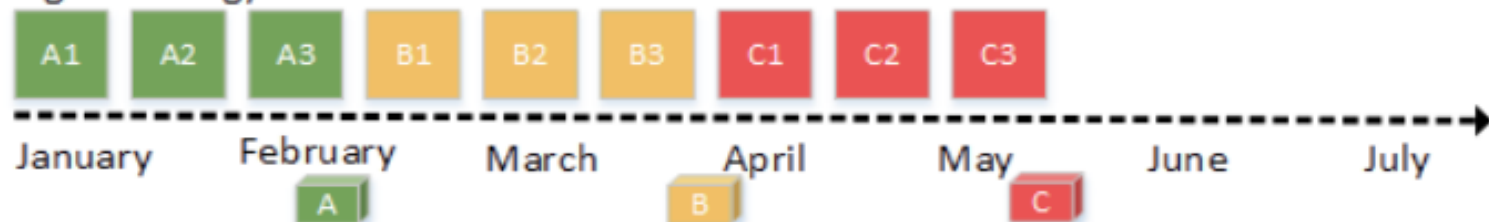


Dual Task Interference

Traditional Strategy: "Everything is important! Do it all at once!"



Agile Strategy: "Priorities & focus!"





**BITE SIZED PLANNING:
BREAKING DOWN LARGE
PROJECTS INTO SMALL STEPS**

An aerial photograph of a marathon race on a city street. The runners are scattered across the road, which has white lane markings. A large white rectangular box with a black border is centered in the upper half of the image, containing the text 'WHO'S READY TO RUN THE NYC MARATHON IN NOVEMBER?'. A large, bold, orange question mark is positioned on the right side of the road, overlapping the lane markings. The background shows a sidewalk with green grass patches.

WHO'S READY TO RUN THE NYC
MARATHON IN NOVEMBER?

Why not?

BITE SIZED STEPS

Break large projects
into small steps

Can each step
completable on its own

Can each step be
measured

Put each step in the order
it should be completed

At the end of each week,
take 15 minutes to review:
To do, Doing and Done

15 MINUTE
REVIEW





THANK YOU FOR YOUR TIME!

I'd love to connect and learn more about how I can help you achieve your goals.

My contact information is below:

Melanie@mhoptimize.com

917-328-1595





YOUR FEEDBACK
MATTERS!
**SCAN HERE
FOR A
SURVEY!**

THANKS FOR JOINING US!

- Melanie Hedrick
- MH Optimize
- <https://www.mhoptimize.com/>
- [Linkedin.com/in/Melanie-hedrick-optimize](https://www.linkedin.com/in/Melanie-hedrick-optimize)

NEED MORE HELP?

VISIT WWW.NPHD.ORG AND
CLICK 'REQUEST HELPDESK SUPPORT'
TO COMPLETE FORM