

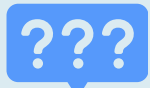
IMPROVEMENT *Burst*

Finding Administrative Efficiencies



what is it?

A method to reduce **administrative burden** and free up time for mission-driven work.



why it works?

Small inefficiencies **add up fast**. A few strategic changes can **streamline processes, reduce redundancy, and improve productivity** without adding costs.

Reflection: Why this matters to you ?

Before making efficiency improvements, ask yourself:

- **Which administrative tasks take up too much time?** Are there specific processes that could be automated or streamlined?

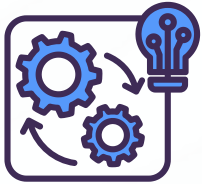
- **What has stopped me from optimizing admin work before?** Have I accepted inefficiencies as unavoidable or lacked the right tools?

- **What will be different now?** How can I start making small but impactful changes to free up time for mission-driven work?



How to Use It Right Now ?

- 1. Identify Repetitive Tasks** – What tasks **keep happening manually** that could be automated or simplified (e.g., duplicative data entry)?
- 2. Cut Unnecessary Meetings** – If a **meeting’s purpose** can be handled via email or a shared document, **cancel it** or change the purpose and agenda so coming together is meaningful for all involved.
- 3. Use a “One-Touch” Rule for Documents** – Instead of **revising, emailing, then revising again**, require all **feedback in one round** before finalizing.
- 4. Automate Where Possible** – Use tools like **Google Forms, scheduling apps, or simple templates** for routine processes.
- 5. Streamline Communication** – Replace scattered email chains with a **single shared document or a team platform (e.g., Slack, Asana)**.



Example in Action

Instead of:

"We spend hours each month manually tracking volunteer hours."

Try:

"Let's set up a Google Form where volunteers self-report hours, cutting admin time by 50%."

Power-Up Option



Do a **monthly “efficiency audit”**—have staff list 1–2 administrative tasks that could be improved or eliminated. Note, however, that sometimes these tasks create a much-needed enforced break for staff. It may seem like a waste to have a staff person at a photocopier for a couple of minutes, but this may be the only time the person will have to stand up away from their desk and not be in the presence of a client.

Great Read



Patrick Lencioni’s (2004) ***Death by Meeting: A Leadership Fable...About Solving the Most Painful Problem in Business***. Jossey-Bass.