

Development Plan/Time Management Spreadsheet

Week Ending _____

"Account"	Time Spent Monday	Time Spent Tuesday	Time Spent Wednesday	Time Spent Thursday	Time Spent Friday	Actual \$ (Received since January)	Estimate \$ Required to Meet Annual Budget
Board Development							
Major Gifts >\$1,000							
Donor Renewal <\$1,000							
Special Events							
Direct Mail for New Gifts							
Corporate and Foundation Support							
Leadership Development							
Non-Development – be specific							