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# How to Make the Most of Your Volunteer Time



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# Value of Volunteering



**SOCIALISE AND MEET  
NEW PEOPLE**



**DEVELOP YOUR  
COMMUNICATION  
SKILLS**



**IMPROVE MENTAL  
WELLBEING**



**FEEL VALUED &  
PART OF A TEAM**



**INCREASE YOUR  
EMPLOYABILITY**

## **BENEFITS OF VOLUNTEERING**



**LEARN NEW  
SKILLS**



**GIVE BACK TO YOUR  
LOCAL COMMUNITY**



**SUPPORTING  
OTHERS TO REACH  
THEIR POTENTIAL**



**DEVELOP  
NEW INTERESTS**

**sportscotland**  
the national agency for sport



My favorite things in life don't cost any money. It's really clear that the most precious resource we all have is time.

(Steve Jobs)

# The Focus of Our Time Together Today

- Defining your long-term goals as a volunteer and creating a plan to achieve those goals.



- Building strategies to include self-care in your daily routine and understanding what that looks like for you.



- Learning how to manage your volunteer time and why that's an important skill.



# Goals and Plans

**A goal without a plan is just a wish.  
-Antoine de Saint-Exupéry**



# Goal setting helps us to:



- Define our “yes”
- Feel empowered to say “no” when needed
- Create a framework for setting boundaries
- Plan proactively
- Self reflect on our core values, capabilities and how we find fulfillment

*Use your “yes” wisely.  
It’s as precious as your time.*



**Goals are for everyone...**



# Step 1: Question Yourself

- Why?
- What?
- When?
- Where?
- How?



# Step 2: Be SMART about it!

## SMART

### GOALS

**S** **PECIFIC**  
Make your goal specific and positive.



**M** **EASURABLE**  
You should be able to measure your progress.



**A** **TTAINABLE**  
Set realistic goals that are challenging but achievable.



**R** **ELEVANT**  
Ensure the goal serves your personal core values.



**T** **IME-BOUND**  
Specify a deadline, or a series of deadlines.



# Step 3: Check-in from Time to Time

- Do I feel fulfilled?
- Can I see my impact?
- Has anything in my life changed? Or my family?
- Assess
- Apply
- Adjust



## Instead of:

#1 Not knowing the “why” behind your goal



#2 Setting goals outside your control



#3 Relying on motivation to achieve your goals



#4 Setting too many goals at once



## Try:

Start with the “why” before deciding on your goal

Set tangible tasks that you have 100% control over

Making working on your goal a consistent daily habit

Pick the most important one and get it done first before starting a second

Self-care is not selfish. You cannot serve from an empty vessel.

-Eleanor Brown

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## **Self-Care: A Daily Goal**



Self-care  
comes in  
different  
shapes and  
sizes:

# 5 TYPES OF SELF CARE



## 1. EMOTIONAL

Emotional self-care helps you get in touch with your feelings in a way that makes you feel good.

## 2. SPIRITUAL

The act of spiritually looking after yourself can be accomplished by simply doing things that make your heart and soul flourish.



## 3. PHYSICAL

Physical self-care is all about looking after your body, doing what you need to stay healthy.

## 4. SOCIAL

Recharge while being social. This could be getting together with friends or family.



## 5. INTELLECTUAL

Stimulating your mind, working towards your goals and learning new things is absolutely a form of self-care.



Self-care can benefit every area of your life:





## 7 Mind-Blowing Benefits Of Self-care

- #1 Reduces stress
- #2 Increases your motivation
- #3 Provides work-life balance
- #4 Strengthens your immune system
- #5 Gives you life satisfaction
- #6 Leads to success
- #7 Lowers the risk of mental health disorders

 

[www.yourmentalhealthpal.com](http://www.yourmentalhealthpal.com)



# Make time for YOU!

Time is  
non-refundable.  
Use it with  
intention.



- Block off time for your self care activities
- Set reminders on your phone
- Monitor and limit screen time, especially social media
- Communicate your needs clearly and specifically
- Use phone focuses and other tools for consistent downtime
- Delegate and allow others to help you

# Time Management...



Makes all things possible!

↑ priorities

# Time Management Tips

- Look ahead and block time
- Put what's in your brain on "paper" with to-do lists and checklists
- De-clutter, physically and virtually
- Focus on the task at hand
- Reduce distractions
- Take breaks
- Make notes throughout the day



# Time Manage as a TEAM



- Proactive planning
- Consistent communication and clear expectations
- Transparency and inclusion
- Collaborative spirit and structure
- Delegate and share the workload





The key is not to  
prioritize what's on  
your schedule, but to  
schedule your  
priorities.

Stephen Covey

**Above all, understand, protect, and plan around  
what you would like to achieve.**



# How We Spent Our Time Together Today

- Defining your long-term goals as a volunteer and creating a plan to achieve those goals.



- Building strategies to include self-care in your daily routine and understanding what that looks like for you.



- Learning how to manage your volunteer time and why that's an important skill.



There's only one thing  
more precious than our  
time and that's who we  
spend it on.

Leo Christopher

**Thank you!**