



1. What is the relationship between time management and strategic planning?
2. What are the elements to consider when making a timeline?
3. Design your organization's timeline with **TEMPLATE| TIMELINE** and **TEMPLATE| GANTT CHART**.
4. Fundraising is fundamental for an organization's success and sustainability. It is based on a good strategic plan, a logical timeline, and a clear budget. This exercise requires you to include fundraising in your organizational timeline.

Reflect on your original timeline—is there an activity just for fundraising? If not, add the fundraising activities into your timeline and divide them into more detailed steps (for example, studying donors, writing applications, application deadlines, fundraising activities, annual audit, writing reports – also include all regular fundraising activities). Add a row for fundraising directly into your timeline.

The next step is to consider your fundraising timeline from the perspective of staff management. Who should be responsible for fundraising? Put a person in charge of each fundraising step.