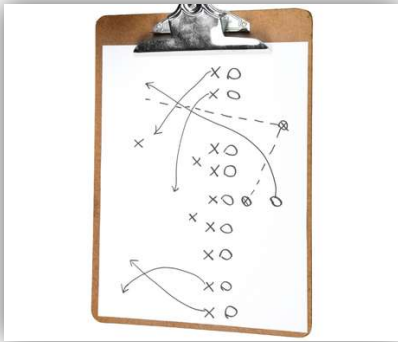


# Tasks & Talents Guide



## Create a Plan

- Make a list of required tasks.
- Add desired tasks.
- Group tasks that are efficiently done together.
- Review and improve processes.



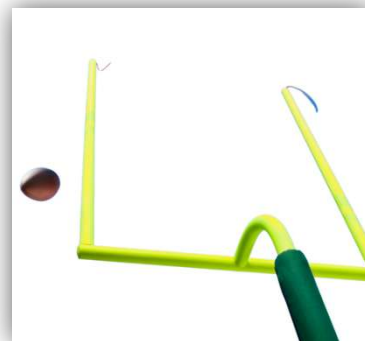
## Gather Team

- Recruit staff and volunteers who can help.
- Discover their skills and passions.
- Assign tasks that match well.



## Cheer On

- Provide training and support.
- Empower team members to improve processes.



## Reach your Goals

- Identify weak areas to strengthen.
- Identify strong areas that present growth opportunities.
- Set a time to re-evaluate.