

WORKSHEET

**Leadership Gift Officer: Planning Your Work**

*Think about your role as a gift officer over the next year and estimate:*

1. How many prospects you will try to meet **each month**:
  
2. What % of your work will fall in each of the following areas:
  - Qualification
  - Cultivation
  - Solicitation
  - Stewardship
  
3. How will you measure your success?
  
  
4. What will be difficult or a potential obstacle to your success?