

## 5 Tools to Save You Time, Money and Sanity

### About

YNPN Orlando empowers young nonprofit professionals with the skills and resources to become dynamic community leaders.

### Monthly Inspiration

“Never doubt that a small group of thoughtful, concerned citizens can change world. Indeed it is the only thing that ever has.”

Margaret Mead



### Contact Us!



[YNPNOrlando@gmail.com](mailto:YNPNOrlando@gmail.com)

As non-profit professionals, we have to be lean. We have to learn to do more with less, all the while not compromising our work ethic and the final product. Let's be honest: that's not easy.

Looking for 5 easy tools to make your life a bit easier? See below.

PDF To Word: I discovered the program while editing work for a client; I've already fallen in love. It does exactly what it claims to do: converts a PDF document into a usable, editable Word document, e-mailing a copy directly to your specified e-mail address.

What it saves you: Time in the retyping process.

YouSendIt: Upload your too-large-to-send-without-clogging-up-your-boss's-email document, presentation or high resolution photos. A link to a secure FTP site will be sent to your e-mail address, as well as the recipient's. I've been using this gem for years.

What it saves you: Space in your inbox and the headache of resaving oversized documents.

HARO: A friend introduced me to a listserv I've come to love and use for clients on a daily basis. "[Help a Reporter Out](#)," known as HARO, is a site that allows journalists, bloggers and authors to connect with sources for particular stories, delivering the leads directly to your Inbox. Deadline driven, this site, when used properly, can work PR magic for you and your organization.

What it saves you: Time researching press contacts and money on fancier software.

HighRiseHQ: As The Leone Company grows, I need to make sure my "To Do" list stays in check with a stronger task management system than just Post-It notes and, after looking around, this one fits my needs. It allows me to sort by client or project, by deadline, sends me notifications if I've passed said deadline (gasp!), has an app to keep me in check on the go, and far, far more options. There are even features to attach notes to contacts. Score!

What it saves you: Time, since it keeps you organized



Mara L. Shorr  
President, *The Leone Company*

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[Your Old School Public Library System](#): For many of us, career education may not be in our company's budget. Use the public library to feed your hunger for knowledge. [The Orange County Public Library's MAYL System](#) **keeps my habit green... and budget friendly.** Did you know that if you live in Orange County, the library has a Netflix-esque program in which you simply make your book, audiobook, CD, or educational DVD selections online and they're delivered, for free, right to your doorstep? (Note selections must be dropped off at any of the County's library branches.)

What it saves: Money

About the author:

*A graduate of Central Michigan University, Mara Shorr, president of The Leone Company, uses her journalism and public relations degree daily as she brings nearly a decade of experience to the table, from television to radio, the arts to foodie life, festivals to fundraisers. Prior to founding The Leone Company, Mara spent time in the marketing, sponsorship, events and development departments at PBS and NPR affiliate WMFE, in addition to serving as the director of development and community relationship with Enzian and the Florida Film Festival. She is a partner in The Best Medical Business Solutions, a proud committee member of Central Florida's National Philanthropy Day, a grant panel review member for United Arts of Central Florida and a proud recurring speaker of Central Florida's annual pet rescue event, Pookie's RescueFest.*

## In the News...

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In an effort to better serve you, we are updating our membership list. Please take a few moments to complete our [Membership Application](#). Moving forward, this will serve as annual confirmation of your YNPN Orlando membership.

**Beginning March 15, 2013 we will transition to the new membership list for all organizational communications. Please take a few moments to complete the [Membership Application](#) to ensure that you continue receiving valuable benefits.**

## Movin' on Up...

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<u><a href="#">Public Allies Apprenticeship</a></u>	Public Allies	Orlando, FL
<u><a href="#">Administrative Assistant</a></u>	Heart of Florida United Way	Orlando, FL
<u><a href="#">Director of Development</a></u>	Dr. Phillips Center for the Performing Arts	Orlando, FL
<u><a href="#">Tutoring Coordinator</a></u>	Bridges of Light Foundation	Orlando, FL

## YNPN Event...

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**Event Title:** Networking Techniques

**Date:** Tuesday February 26, 2013

**Time:** 4:30pm-5:45pm

**Location:** UCF- Health and Public Affairs Bldg 1, Rm 116

**Information:** With presenter [Donna Marino](#), CFRE, manager of Donor Stewardship for the Valencia Foundation.