



# SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

E-mail : swashodhantrust2017@gmail.com

www.swashodhan.org

## Guidelines to follow of Swashodhan Trust

Date: December 21<sup>st</sup>, 2024

1. **Understand clearly** the assigned activity / responsibilities c. Why am I doing this activity? What is the importance of my work in helping the society, Trust, and team members.
2. Responsibilities: Complete the signed work in a timely fashion
3. **Take notes.**
4. **Plan before, during & after** any meeting or starting any activity.
5. **Communication**
  - a. Morning list based on the list provided.
  - b. Make priorities from the list.
  - c. WhatsApp Messaging. Photos with short messages. Use Telugu app.
    - i. Self-message which Team member posts.
    - ii. Replying to the team members' posts
  - d. *Evening meetings.*
    - i. Limit to one hour, Each person 10 minutes
    - ii. Not for discussing things. Discussion should be made with the team members separately.
  - e. *The evening meeting are Meant for:*
    - i. What work was done that day?
    - ii. What are your plans to complete the work tomorrow?
    - iii. Target date for Team member to complete the work?
    - iv. Discuss and decide what needs to be done the next day, to complete the work?
6. **Evening Excel work update:**
  - a. To include
    - i. Assigned activity.
    - ii. Start date.
    - iii. Target date
    - iv. Completed date.

*Help to keep the timelines and see how much time you are taking to complete the assigned work.*
7. Check emails.



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8. **Effectiveness:** *Check utilization and effectiveness* of your work in helping people.
9. **Distribute the work:** Team leaders must assign the work to their team members.
10. **Termination:**
  - a. Last resort, when it is established that the team member is not able to do the assigned responsibilities, which is preventing the team members and the Trust from completing the activities.
  - b. Please review the Termination policy.
11. Smilin please send soft copy of the Termination policy to each of the Team members and get them signed a copy and keep it in the folder.
12. If you do not understand any of the above points please discuss them with your team leaders. If team members still do not understand, I will go over these points next Saturday.

My humble request is to please take care of your assigned responsibilities.

Thanks for your help.

Administrator

Team member