



Task of the Month

Conduct an End-of-Year Review Prepare for Next Year

Access metrics to evaluate and communicate your successes over the past year and plans for next year..
Clean and update VoterVoice to ensure you're ready for 2023.

How To:



- 1 Include all necessary sections for an end-of-year review.
- 2 Gather metrics and reporting data from VoterVoice.
- 3 Audit your contacts to remove unnecessary records from your database.
- 4 Update and clean your Action Center.

Best Practices:

- 1 Use the End-of-Year Review template we prepared for you.
- 2 Use Insights for high-level or comparative metrics, but don't forget to look at the old Reports for granular data.
- 3 Remove duplicates and old contacts to keep your list clean and your data points relevant.
- 4 Add custom fields for list segmentation and save searches for mailing lists.
- 5 Create email templates specific to any new initiatives you plan to implement in 2023.