

Time Cop Chart

Directions: to help your attorney become a better time manager and use his or her time template successfully, use the chart below to check off when the time blocks listed below are adhered to properly. Also, answer the questions below the chart that ask you to rank your attorney's organizational and time management skills.

Time Template Blocks	M	T	W	TH	F
Meeting with Staff					
Production Time					
Returning Phone Calls					
Time To See Clients					
Weekly Planning (once a week)					
Case Status Review Meetings (weekly or monthly)					
Time to Work "On" the Business					

Time Management Skills	Yes	Somewhat	No	Is Out of Control
Managing interruptions well				
Maintaining an organized desk/credenza				
Handling the mail well				
Delegating where possible				
Not Working Weekends				