

Atticus Regularly Scheduled Court Appearance Time Template

The time template shown below is intended for use by the attorney who spends a lot of time in court. It features two mid-week client development lunches with time blocked for a Friday afternoon client development event (usually golfing, but other activities can be scheduled here). The case status review meeting as shown in this example takes place at lunchtime on Thursdays. Use this sample template as a guide to creating a time template that works for you.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00 a.m.	PLAN WEEK	COURT OR PROD. TIME	COURT OR PROD. TIME	COURT OR PROD. TIME	COURT OR PROD. TIME
10:00 a.m.	GEN. STAFF MEETING				
11:00 a.m.	RETURN CALLS	RETURN CALLS	RETURN CALLS	RETURN CALLS	RETURN CALLS
		MEET W/STAFF	MEET W/STAFF	MEET W/STAFF	MEET W/STAFF
12:00 p.m.	SYSTEMIZING LUNCH	CLIENT DEV. LUNCH	CLIENT DEV. LUNCH	CASE STATUS REVIEW LUNCH	CLIENT DEV. EVENT
1:00 p.m.	SEE CLIENTS	SEE CLIENTS	SEE CLIENTS	SEE CLIENTS	
2:00 p.m.					
3:00 p.m.					
4:00 p.m.	PRODUCTION	PRODUCTION	PRODUCTION	ADMIN- INSTRATION	
5:00 p.m.					