

Time Template Worksheet

FORM 13.02



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7					
7:30					
8					
8:30					
9					
9:30					
10					
10:30					
11					
11:30					
12					
12:30					
1					
1:30					
2					
2:30					
3					
3:30					
4					
4:30					
5					
5:30					
6					
6:30					
7					
7:30					
8					
8:30					
9					

What do you need to schedule time for?		Direct Income	Indirect Income	When do you need to be available for client convenience?			
	Production				Morning Only All Morning & All Afternoon Some Mornings & Some Afternoons Afternoons Only After PM On Some Saturdays		
	Return Phone Calls						
	Marketing						
	Case Status Review						
	Client Meetings						
	Working on Biz						
When are you at your best to do technical work?				Morning		Afternoon	

NOTE: This should be the normal schedule you keep. If you are involved in litigation, you will lose the ability to dictate your schedule for periods of time – but default back to this schedule at the earliest opportunity.