

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		
	Return Phone Calls				All Morning & All Afternoon		
	Marketing				Some Mornings & Some Afternoons		
	Case Status Review				Afternoons Only		
	Client Meetings				After PM		
	Working on Biz				On Some Saturdays		
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.