THE POWER HOUR™

Time Template Worksheet™

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THE POWER HOUR ™

We have a great tool called the Time Template™ that helps attorneys organize their weekly schedules. The Power Hour™ is the centerpiece of the Time Template. It is a period of time, typically an hour, that you set aside each day to concentrate on three priority objectives you identified. During the Power Hour, you shut your door and don't take calls, answer questions from the staff, check email, text, or surf the Internet. The Power Hour is devoted exclusively to production and accomplishing your key objectives for the day.

Why is this so important? We know that when people focus on one task they are four times more efficient than when they are switching back and forth between multiple projects. We also know that some people actually learn to enjoy interruptions because the cause of the interruption is often more interesting or entertaining than the task at hand. Unfortunately, studies indicate that an average interruption, even relatively simple ones that begin with the phrase, "Do you have a minute," take seven minutes to handle and another three minutes to get back on track. Clearly, multitasking and becoming comfortable with interruptions is not the formula for greater productivity.

The Power Hour is an important part of our program. If you don't get your most important tasks done then, your only option for finding uninterrupted time is evenings and weekends—your personal boundary time. We encourage you to make the Power Hour part of your daily routine. You can choose mornings or afternoons, whatever works best for you. And be sure that your employees understand the importance of respecting your Power Hour. Train them to ask questions in batches, not one at a time. You might even want to encourage them to incorporate the Power Hour in their daily schedules. It is that important.

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TIME TEMPLATE WORKSHEET

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00					
7:30					
8:00					
8:30					
9:00					
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00					
1:30					
2:00					
2:30					
3:00					
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					
6:30					
7:00					
7:30					
8:00					
8:30					
9:00					

WHAT DO YOU NEED TO SCHEDULE TIME FOR?	DIRECT INCOME	INDIRECT INCOME
Production		
Return Phone Calls		
Marketing		
Case Status Review		
Client Meetings		
Working on Biz		

When are you at your best to do technical work?		Morning		Afternoon

WHAT DO YOU NEED TO SCHEDULE TIME FOR?
Morning Only
All Morning & All Afternoon
Some Mornings & Some Afternoons
Afternoons Only
After PM
On Some Saturdays

NOTE: This should be the normal schedule that 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.

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SAMPLE
TIME TEMPLATE WORKSHEET

This sample worksheet gives an idea of how you might use it to streamline and optimize your schedule, while ensuring you've made time for the most important items.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7:00	Workout		Workout		Workout
7:30					
8:00					
8:30					
9:00	Plan your week… Include Atticus homework!	15 min. meeting	15 min. meeting	15 min. meeting	15 min. meeting
9:30		Production			
10:00					
10:30					
11:00	Return msgs. (billable)	Return msgs. (billable)	Return msgs. (billable)	Return msgs. (billable)	Return msgs. (billable)
11:30					
12:00	Marketing lunch	Atticus coaching call	Marketing lunch	Work on your biz lunch	Internal staff lunch
12:30					
1:00	Case status mtg.		Operations mtg.		
1:30	See Clients				Standing marketing event (ie golf)
2:00					
2:30					
3:00					
3:30					
4:00					
4:30				Go home Early!	
5:00					
5:30	Safety zone!	Safety zone!	Safety zone!		
6:00					
6:30	Family meal	Family meal	Family meal		Social events
7:00					
7:30					
8:00					
8:30					
9:00	Rest & Relax	Rest & Relax	Rest & Relax	Rest & Relax	

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