

TIME TEMPLATE WORKSHEET

	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	What do you need to schedule time for?
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.