



TIME TEMPLATE WORKSHEET™

	Monday	Tuesday	Wednesday	Thursday	Friday
7	Exercise	Exercise	Exercise	Exercise	Exercise
7.30					
8	Cashflow Focus Meeting	TEAM HUDDLE KEY ASSISTANT	TEAM HUDDLE KEY ASSISTANT	TEAM HUDDLE KEY ASSISTANT	TEAM HUDDLE KEY ASSISTANT
8.30		Calls/Emails	Calls/Emails	Calls/Emails	Calls/Emails
9	Calls/Emails	Client Meetings	Casework or Hearings	Client Meetings	My 90-Day Focus
9.30	Strategic Growth Projects				Strategic Growth Projects
10					
10.30					
11					
11.30					
12	Lunch with Top 10 Referral Source	Lunch with Top 10 Referral Source	Lunch with Top 10 Referral Source	Take Atty _____ to Coffee/Lunch	Lunch with Top 10 Referral Source
12.30					
1	Casework or Hearings	Client Meetings	Casework or Hearings	Client Meetings	Calls/Emails
1.30					Possible Free Time
2					
2.30					
3					
3.30		Marketing		Marketing	
4					
4.30	Calls/Emails	Calls/Emails	Calls/Emails	Calls/Emails	
5					
5.30					
6		Lead Generation Workshop			
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 Reviews			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.