

# 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 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.