

The Atticus Daily Focuser™



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- Exercise
- Spend 15 minutes completing Atticus Daily Focuser™
- Review Calendar, Cash Flow Focuser™ (2 Weeks Ahead)
- Meet with Key Assistant — Top 3 Delegations:
 - 1 schedule lunches
 - 2 draft welcome email
 - 3 create guest list

Today's Top 3 Objectives:

- close Smith file
- case status review w/ team
- complete My 90 Day Focus

If Completed, What 3 Are Next?

- draft Jones trust
- calendar staff retreat
- complete 2 staff evaluations

- Change Voicemail Announcement, Check Messages
- Check Email (Delete, Delegate, Delay, Do)
- Return Phone Calls; When 2:00-3:00
- Meet with Production Staff
- Check To-Do Lists
- Marketing Contact for the Day (Did I Ask for a Referral?)
- Check Billing
- Clean Desk at Day's End; Print Tomorrow's Focuser; Make Note of Key Follow-ups