

Attorney Time Management Strategies: Profitability and the Power Hour



PATTI PAZ

ADJUNCT PRACTICE ADVISOR & TEAM LEADER

- Patti began her association with Atticus 13 years ago, coaching with Atticus Practice Advisor and Attorney Steve Riley
- She currently teaches our Team Leader Certification Level 1 and Level 2 and was hand-picked in 2021 to develop curriculum and facilitate this program
- Patti is the Team Leader and Paralegal for Idaho Estate Planning, an estate planning and elder law firm in Eagle Idaho





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Great Practice. Great Life.

ABOUT US

We help lawyers grow great practices
and cultivate great lives

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UPCOMING WORKSHOPS AND PROGRAMS



THE PRACTICE GROWTH PROGRAM™

San Francisco
Orlando



DOUBLE YOUR REVENUE WORKSHOP™

September 8th, San Francisco
November 3rd, Orlando



LAW FIRM GOALS – IMPROVE YOUR GROWTH PLAN AND FINISH THE YEAR STRONG

July 25th, 2-3:30 pm ET

MORE THAN JUST BEING GREAT AT THE LAW



PARTICIPATE



Pencil & paper
ready



Take notes



This session is interactive,
unmute to join the
conversation or ask
questions using the chat
function

THE GROWTH CORNERSTONES™

REVENUE, INCOME, CONTROL, FREEDOM AND IMPACT



Sharpen Focus and
Prioritize



Attract High Value
Clients



Build a Great
Team



Cash Flow
and Profitability

LEGAL SKILLS

OUR GOALS TODAY

GOAL

1



Understanding the impact
of interruptions and
saying “no”

GOAL

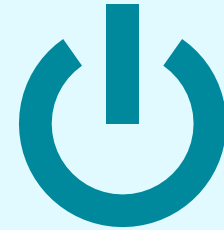
2



Learn how to protect your
time and prepare
for each day

GOAL

3



Implement the
Power Hour

Most days look like this:
packed or overflowing,
with no room to work on
achieving goals or
scaling the practice.



To grow a practice,
you must adopt strategies that create room in a day.

PROTECTED TIME

for goals, tasks, and projects.

Interruptions

THE HIGH COST OF INTERRUPTIONS

- Average Number of Interruption Per Hour? **7**
- Average Number of Interruptions Per Day? **50 to 60**
- Average Length of Interruption = **5** Minutes
- Average Length to Recover = **23** Minutes
- Average Hourly Rate = **\$300**
- Average Cost Per Day Due to Interruptions = **\$5,750**





YOU'RE LIKELY TO BE A SELF-INTERRUPTER IF:

- You live for adrenaline rushes
- You have a short attention span
- You are driven by deadlines
- You believe you can multitask
- You're easily bored

Multi-Tasking

Multitasking creates an ILLUSION
of efficiency and productivity.

Unfortunately, it is just an
ILLUSION.

Time Management Strategies

TIME MANAGEMENT

PLAN YOUR DAY

Beware of being trapped by your calendar

- Big difference between being focused-driven and calendar-driven



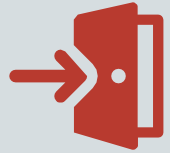
Top 3

15 to 30 minutes

Paper organizer,
post it note, napkin

TIME MANAGEMENT

DAILY FOCUS SPRINTS



Close
Your Door



Close
Your Email



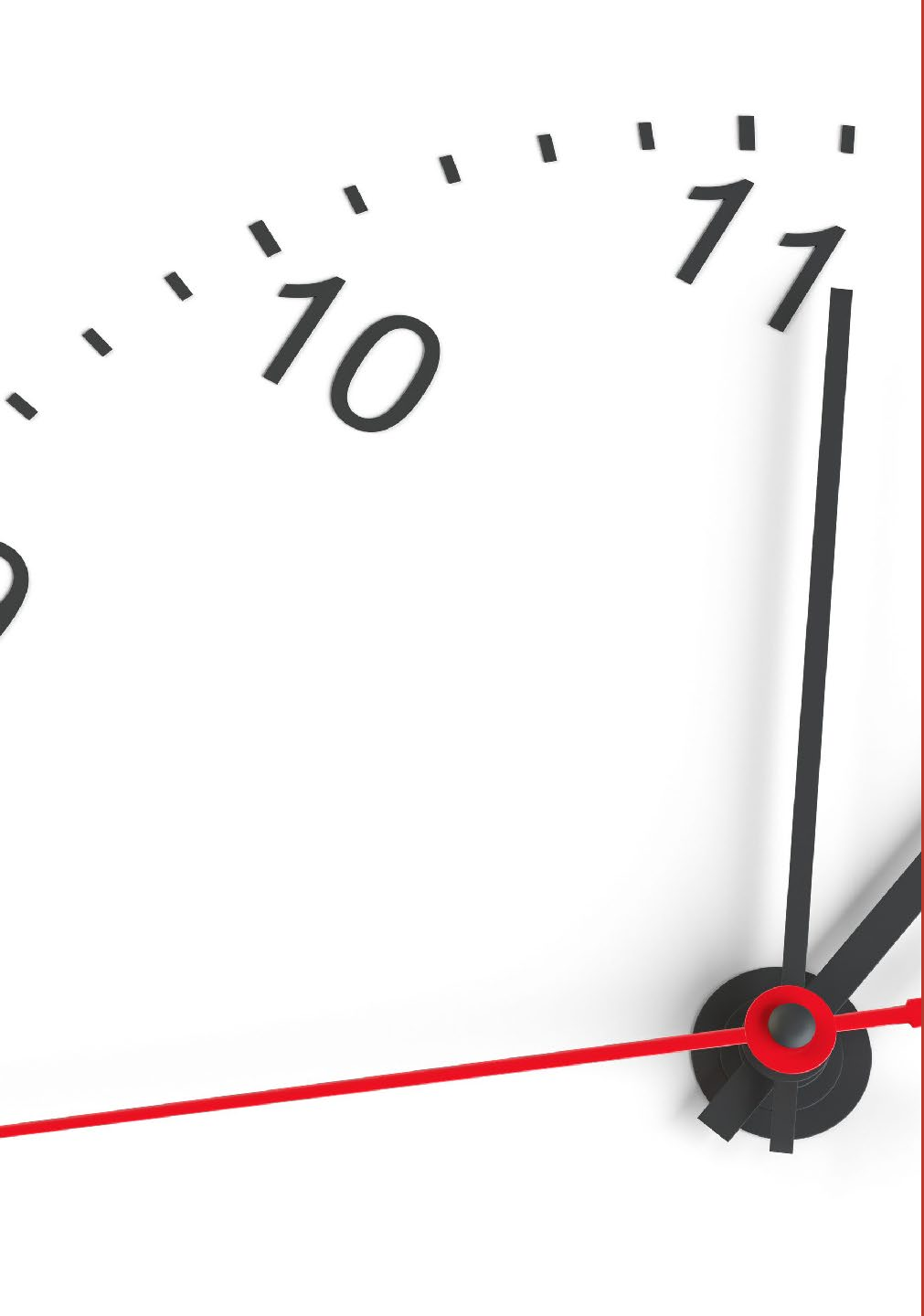
Turn Off
Your Phone



Focus for 25 Minutes –
set a timer



It will be okay.
Your world will still be there



THE POWER HOUR

1+ Hour(s) Dedicated to Intense,
Concentrated PRODUCTION:

- Most important
- A-level
- Non-delegatable

TIME MANAGEMENT

THE POWER HOUR

Imagine every day as productive as the day before you leave town for a week!



Set a Timer



Power Hour

TIME MANAGEMENT: THE POWER HOUR



Power Hour

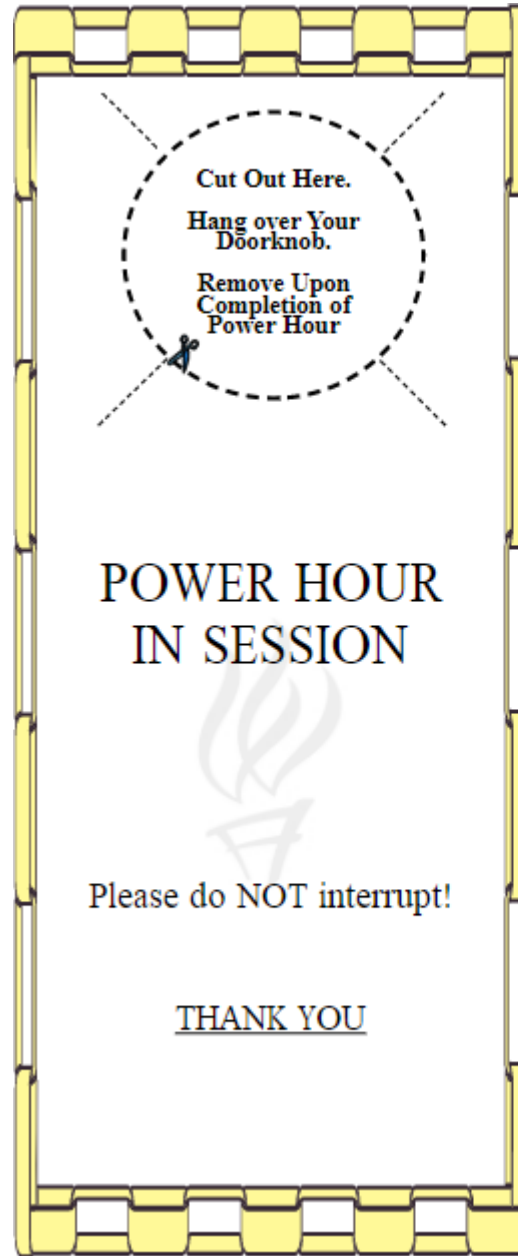


- 60+ Minutes
- Calendar Block
- Complex, A-level



- Meet with Staff
- Production
- Phone Calls

DND: FOCUSING ON PRODUCTION



DESIGN YOUR WORK WEEK

What does an “ideal week” look like to you

Structure it, design it, then share it

Think through exercise, meetings, clients, marketing, important activities

Use your calendar to structure it

Apply the “block and tackle” method

Final Thoughts and Questions?



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WHAT TO DO NEXT

Check the chat box.
Join us for our next event:

Law Firm Goals Workshop—July 25th
Use code: **GOALSHALFOFF** for 50%
off registration

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Thank you!

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