

FINDING JOY IN PARENTING

Time Management For Attorneys



MICHELE FULLER

ADJUNCT PRACTICE ADVISOR & ATTORNEY

- As a Practice Advisor, she works with attorneys to develop practical strategies to find and maintain balance in their lives. She helps attorneys identify tasks that are not the best use of their time both at home and in the office, freeing them to focus quality time on what matters most
- Recognized by colleagues for her compassion and communication skills, Michele enjoys the opportunity to support other attorneys as they grow their law firms and works with a limited number of coaching clients to provide them with her focused attention
- While client service and advocacy are key priorities in her life, they share the spotlight with a dynamic home life. In partnership with her husband, Michele parents four active children



To learn more about Michele, [CLICK HERE](#)



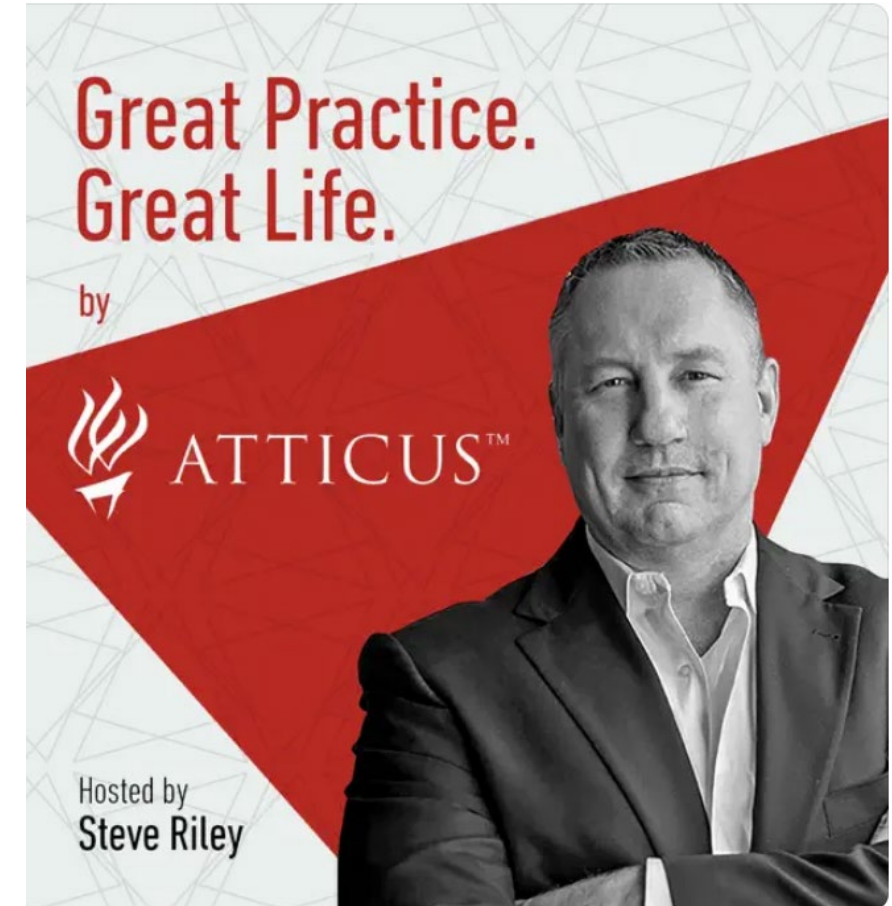
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We help lawyers grow great practices and cultivate great lives

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MORE THAN JUST BEING GREAT AT THE LAW



THE GROWTH CORNERSTONES™

REVENUE, INCOME, CONTROL, FREEDOM AND IMPACT



Time
Management



Client Development
& Marketing



Building
a Great Team



Cash Flow
and Profitability

LEGAL SKILLS

OUR GOALS TODAY

GOAL
1



Manage family time and
find joy in your life

GOAL
2



Find ways to protect
family time

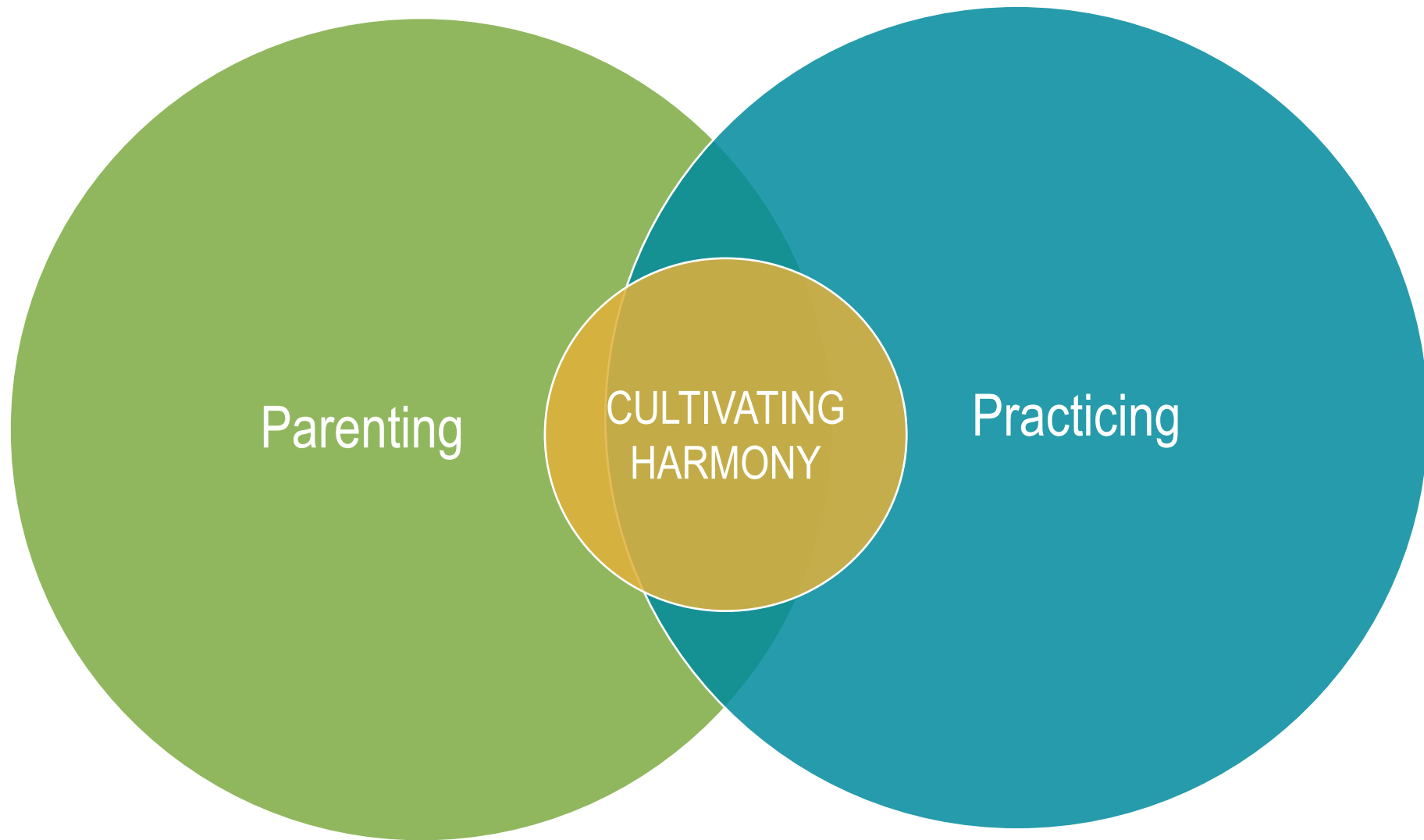
GOAL
3



Use time management
strategies to create
harmony within the
household



YOUR LIFE IS A JUGGLE



CULTIVATING HARMONY-DEVELOPING THE SKILL



CULTIVATION: Think of it like cultivating crops or garden. You are constantly tending it and caring for it. You are never done learning how to improve



HARMONY: This is a balanced state. You are learning to balance the different roles in your life. Sometimes you will be out of balance. The key is learning how to get back in and not punish yourself or others when it happens. A sick child or parent causes chaos. A trial, while anticipated, is chaotic. You are learning a skill. As you get better, you can anticipate and think through how to adjust quicker

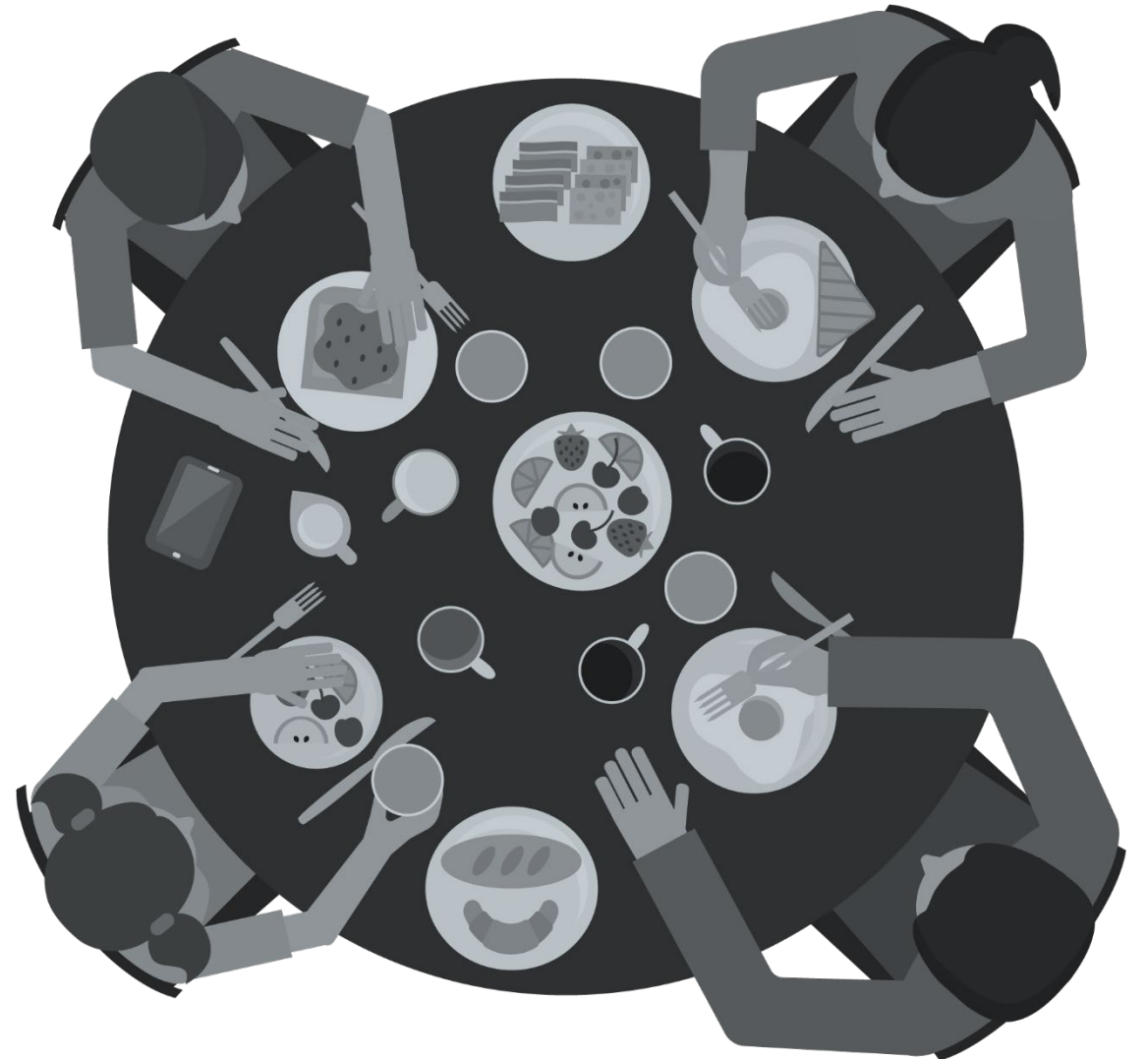


GOAL #1

Manage family time and find joy in your life

DEDICATED TIME

- Plan family time first before you plan your work week
- Weekly “family meeting”
- Family activity night or day
- Dinner: Discuss wins, gratitude or “great things that happened today”
 - Start with one, and work your way up to five
- One family weekend getaway per quarter



Hire A Domestic Assistant



A domestic assistant is someone who will perform domestic (chores) duties for you at home. They also run errands, deal with services, shop for you, clean and do other duties around the home. By hiring a domestic assistant, you can increase your energy, be happier and decrease stress.

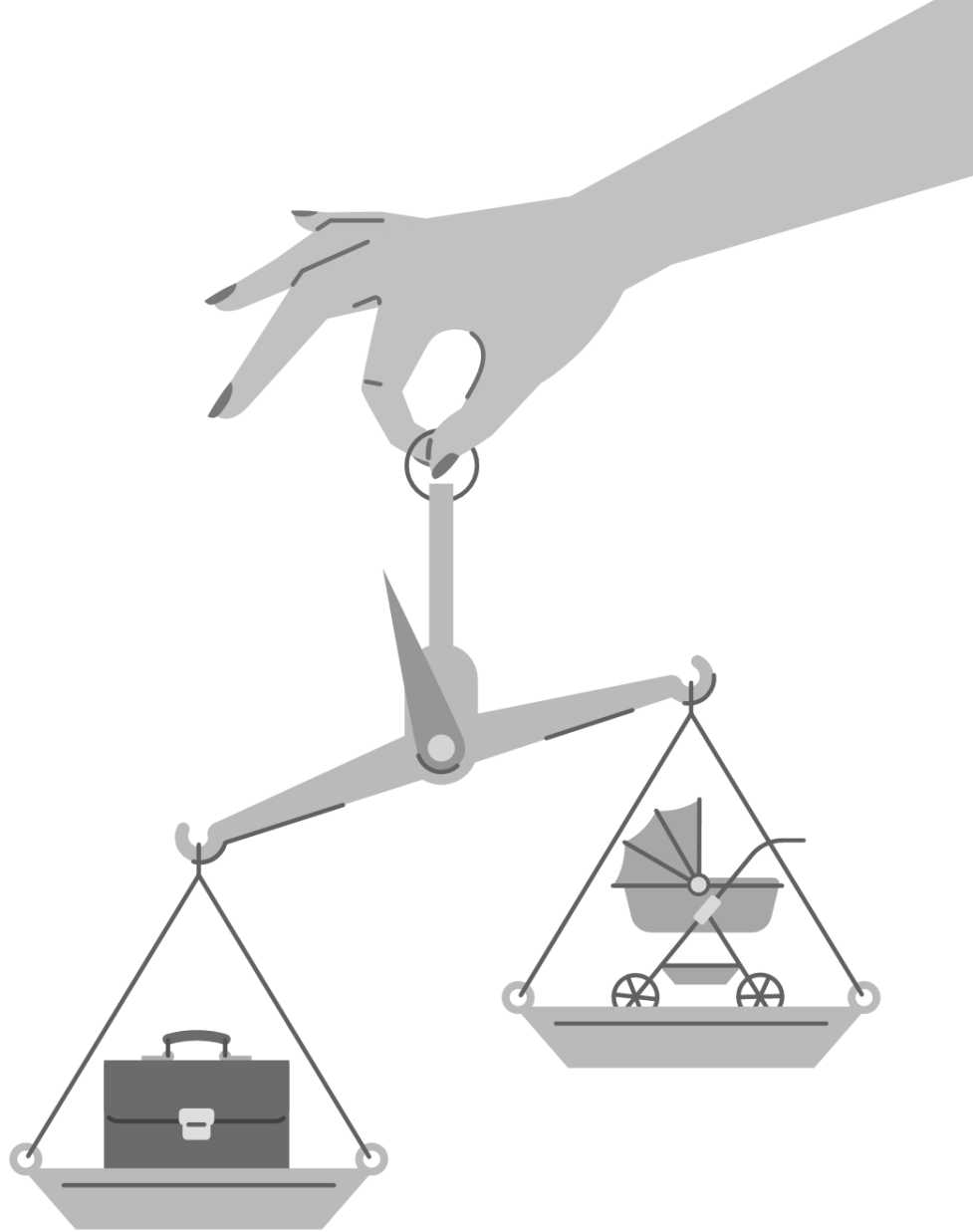
IS HIRING A DOMESTIC ASSISTANT RIGHT FOR YOU?

Trying to be everything to everyone can leave you feeling guilty, stressed out, overwhelmed, exhausted, and frustrated.

DELEGATING TO A DOMESTIC ASSISTANT – LIFE BALANCE FOR THE BUSY LAWYER

Free Webinar | October 5|
ZOOM

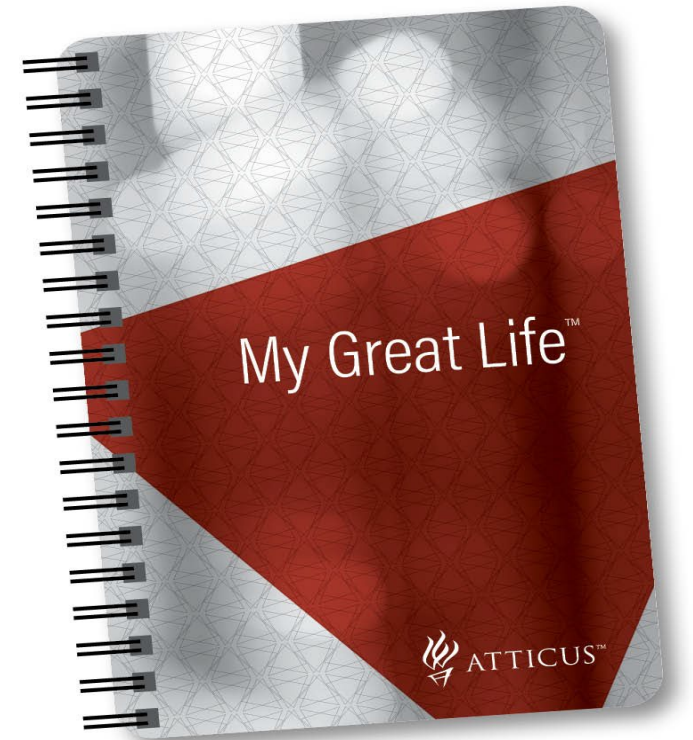
Link to Register in the Chat Box



GOAL #2

Find ways to protect your family time

- Plan your work week
 - AFTER, and I mean **AFTER** you plan your parenting time
- Use a paper planner (yes, really)
 - Decision making
 - Focus
 - Reflecting



From Learning To Action™

Name: _____ Date: _____

Ideas	Top 3 Ideas	Next Actions
Most Important Next Action		Biggest Takeaway

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From Learning To Action™

Name: Jane Smith Date: Today's Date

Ideas	Top 3 Ideas	Next Actions
Family meeting Date night Exercise program	Family meeting is crucial for my kids	Talk to my spouse about this and draft an agenda
Plan family time 1 st Gratitude at dinner Family Calendar	Free up more time by un-volunteering	Choose most vital one to keep, resign from rest of them
Stop volunteering No Emails after 7 pm	No reading email after 7 pm so I can focus on my family	Set up email auto responder and turn off phone alerts
Most Important Next Action		Biggest Takeaway
Call my spouse and set up a time to talk about my ideas and what we can do first.		If I don't make time and protect it for my family, we may feel disconnected.



GOAL #3

Use time management strategies to create harmony within the household





**DAYS PACKED LIKE
THIS, GIVE YOU
NO ROOM TO WORK
ON GROWING THE
PRACTICE**



To grow a practice,
you must adopt strategies
that create room in your
day--**protected time**--for
growth projects that will
generate revenue.

TIME MANAGEMENT

STRATEGY 1 – 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

STRATEGY 2 – DAILY FOCUS SPRINTS



Close
Your Door



Close
Your Email



Turn Off
Your Phone



Focus for 25 Minutes –
set a timer



It will be okay. Facebook,
the listservs, your clients,
your world will still be there

TIME MANAGEMENT

STRATEGY 3 – THE POWER HOUR

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



Set a Timer



Power Hour

PROTECT YOUR TIME OFF

STRATEGY 4 – RE-CHARGE AND RECOVER



Kids school
calendar



Your key
vacations



Significant family
events



Health and
wellness

PLAN OUT YOUR MARKETING CALENDAR FOR THE YEAR

STRATEGY 5 –THINK THROUGH YOUR MARKETING ACTIVITIES



Do you have a season to your practice?



Do you have a workshop schedule?



Referral Development-
3 marketing contacts
per week-is it possible
for you?

Final Thoughts and Questions



WHAT TO DO NEXT

- Check the chat box
- Join us for our next workshop:

Time Management Workshop—
September 12th

Use code: **TIMEWORTH50** for
50% off registration

UPCOMING WORKSHOPS AND PROGRAMS



THE PRACTICE GROWTH PROGRAM™

San Francisco

Orlando



DOUBLE YOUR REVENUE WORKSHOP™

September 8th, San Francisco



UNDERSTANDING THE VALUE OF YOUR TIME – PRACTICAL TIME MANAGEMENT STRATEGIES FOR THE BUSY LAWYER

September 12, 2023

ZOOM

Thank You!



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