

# DELEGATING TO A DOMESTIC ASSISTANT

Life Balance For the Busy Lawyer



# 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](#)





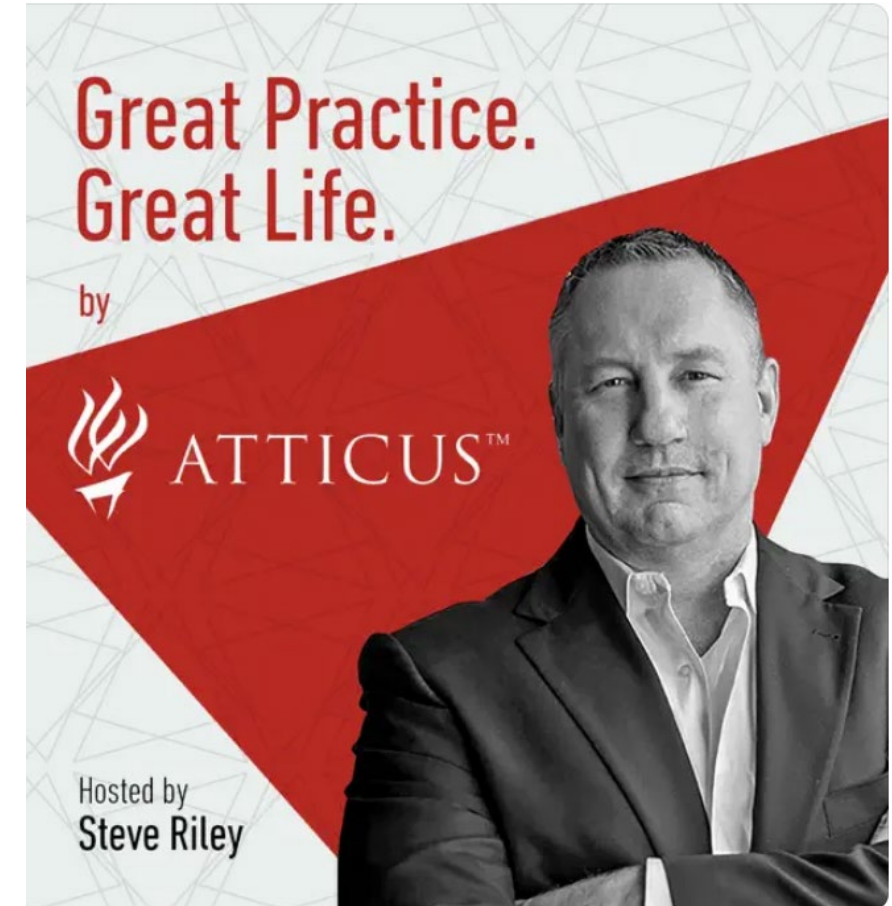
ATTICUS™  
*Great Practice. Great Life.*

# ABOUT US

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



Sharpening Focus



Attracting High Value  
Clients



Building  
a Great Team



Cash Flow  
and Profitability

LEGAL SKILLS

# THE MASTER JUGGLER

Stress of the cases

The business

Your life





**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.

# OUR GOALS TODAY

GOAL

1



Decide what is important in your life and develop the skill of harmony

GOAL

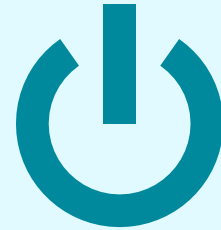
2



Learn how to delegate everything except parenting and partnering

GOAL

3



Determine if hiring a domestic assistant makes sense for you



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.



# GOAL #1

Decide what is important in your life and develop the skill of harmony

# DECIDE WHAT IS IMPORTANT



Kids school  
calendar



Your key  
vacations



Significant family  
events



Health and  
wellness

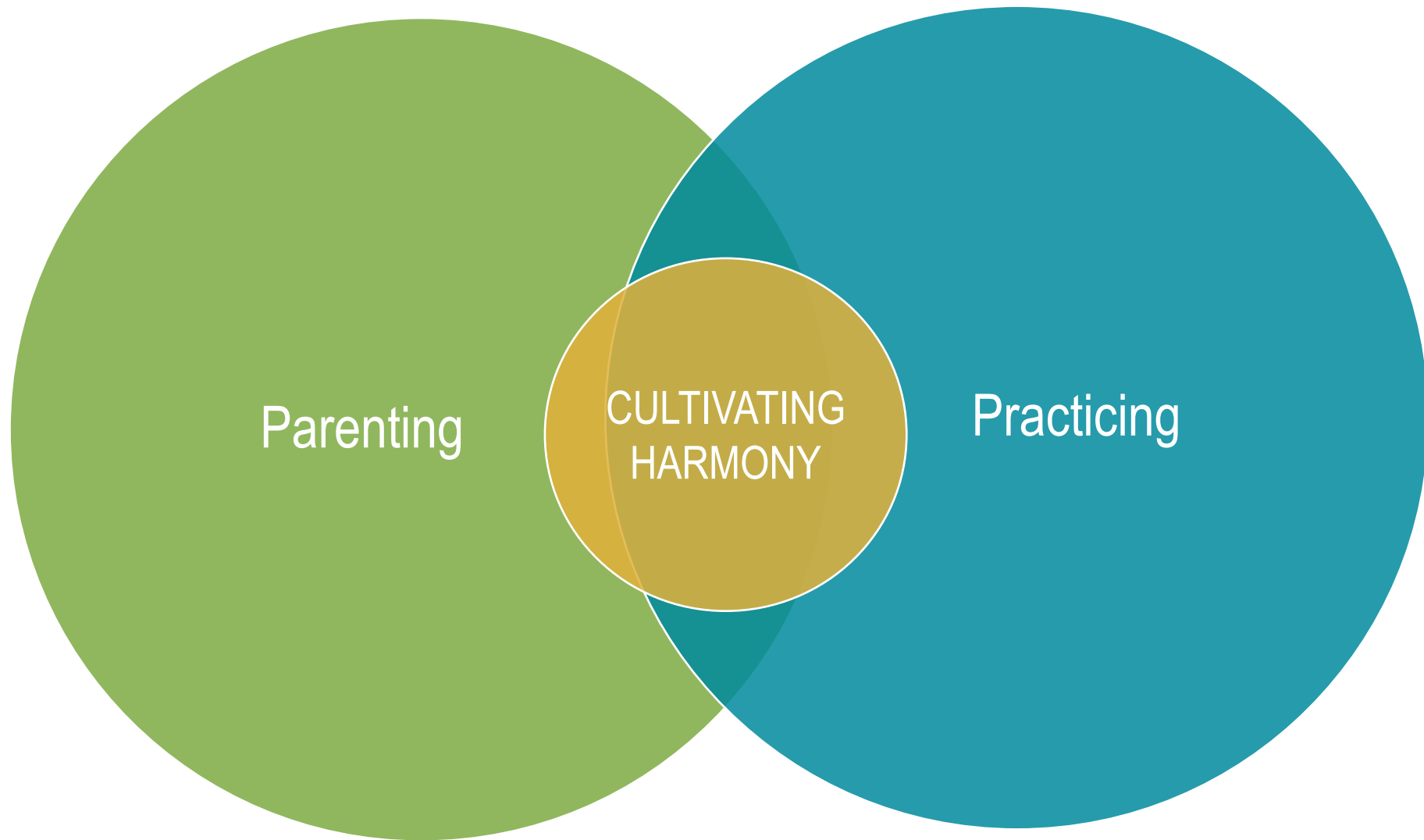
# CULTIVATING HARMONY-DEVELOPING THE SKILL

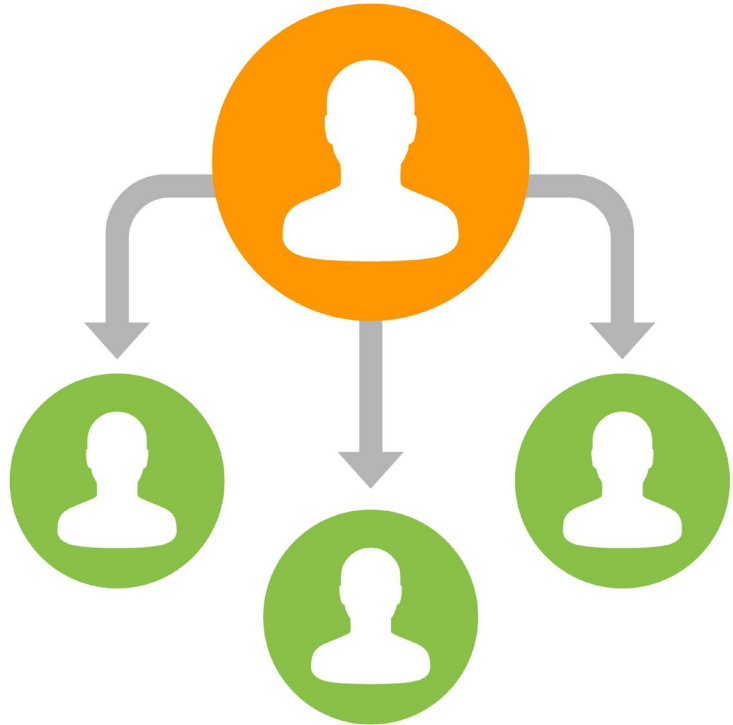


**CULTIVATION:** Think of it like cultivating crops or garden. You are constantly tending it and caring for it. You are never done learning how to improve



**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 #2

Learn how to delegate everything except parenting and partnering



# TWO AREAS OF DELEGATION

The transaction, verdict, negotiation or contract is the “hard” product

The service, or client communication, makes up the “soft” side

# USE THE S.M.A.R.T. METHOD AS A GUIDE TO DELEGATE BOTH HARD AND SOFT TASKS

Specific

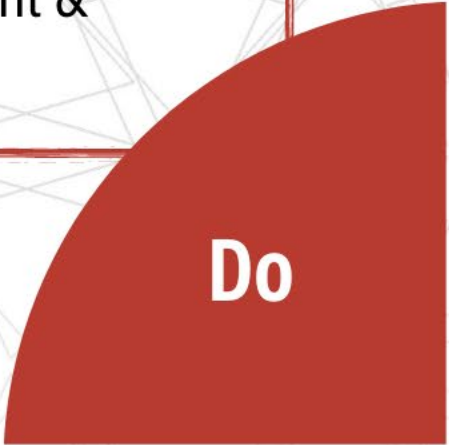
Measurable

Accountable

Reasonable

Timeline

Important &  
Urgent



**Do**

Important  
but not urgent



**Delay**

Not important  
but Urgent



**Delegate**

Not important &  
Not urgent



**Delete**



## GOAL #3

Determine if hiring a domestic assistant makes sense for you



# HEALTH CHECK

- Do you feel out of control in your home life?
- Are you trying to be everything to everyone?
- What are your strengths and when are you at your best?
- Do you feel like there are not enough hours in the week to get things done?
- Do you consider yourself to be a failure at home?

# Burnout to Breakthrough™



Name: \_\_\_\_\_

Date: \_\_\_\_\_

	Burned out	Exhausted	Sustaining
Criteria	1	2	3
My energy level	I am surrounded by idiots. I am so tired, and everyone is stupid. I am burned out.	I am struggling to stay focused. Each day feels like a slog. I am frustrated.	I am okay. I think there is a possibility that things will be okay.
Peak performance strategies	My strategy is to run, hard, fast, and long until I can't run further. There must be a finish line somewhere and I will keep running until I find it or collapse.	I am aware that I may be on the verge of burnout, but I see some time off or at least have a recovery plan for a day, soon.	I am getting a balance and starting to recover my energy. I am hopeful to keep the momentum and not go backward.
Fuel for performance (nutrition)	I am working so hard that I reward myself with food indulgences like a dog that performs for a treat. My mouth is for stress relief.	Some days I treat my body like a temple. Other days I treat my body like a garbage dump. I am inconsistent and do what I can to get by with caffeine and energy drinks.	I am progressing. At least half of the time I am fueling myself with quality nutrition.
Fitness and physical well being	I have no time to exercise. I must work. I need to sacrifice for my practice. Nobody understands how important I am. My BMI is BS-I don't care.	I am making progress. Not thrilled with it, but I am starting. I have a plan to increase my fitness. My BMI is not so good.	I am doing well. I am consistently exercising. My BMI is above where I need it to be, but it is less than what it was!
Overall health or status of my health care	I am recovering from injury, illness or dealing with a medical, dental, or physical issue(s). I am in pain.	I am coming out of a health issue. I feel recovered and starting to get confidence to improve my health.	I am making progress. I have most of my medical, dental, and physical issues under control. I do have something I need to address however, I am procrastinating.
Spiritual and mindfulness practices	I got no time for this type of stuff. It is voodoo mumbo jumbo. If I did do this, I would lose my edge.	I am inconsistent. When I do practice, I feel connected to my 'why' and My Great Life lifetime legacy.	About half the time I am embracing my spiritual and/or mindfulness practice. I would like to do more, but I am happy with my progress.
Key relationships	Did I mention that I am surrounded by idiots? If everyone would do as I say, we would all be happier.	I am struggling with some of my relationships. I need to work on a few key relationships.	I am doing well. I feel like I have integrity with my most important relationships.
My focus	Every day is another day of "whack a mole" with problems and crisis. I feel like I will never get ahead and do what I want when I want to do it. I admire the My Great Life Planner™.	I know I am reactive and trying to get control of my day. I am seeing some progress. I think about 20% of my time is proactive and I do what I want when I want. I am using the My Great Life™ Planner.	I think I am getting a good balance between reactive and proactive focus. I am consistent with My Great Life Planner™.

Top 3 Insights		

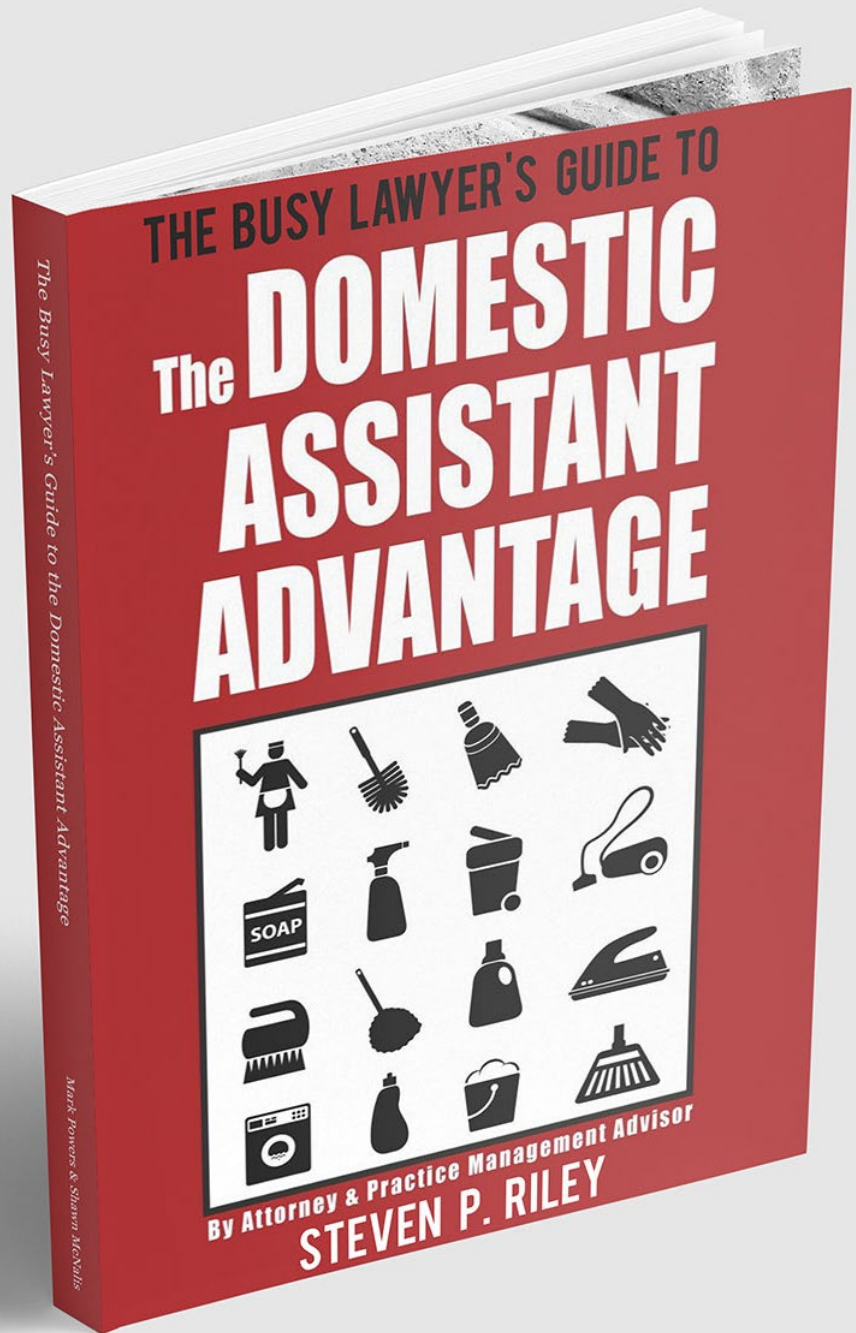
Recovered	Peak	Prior	Now	+/-
4	5			
I am good. Energy levels are strong, and I am interested in taking on a bigger game.	I am grateful and sometimes joyful about everything. I am excited about and feeling great about the future.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I have a good rhythm of workdays and recovery days. I crush my workdays and enjoy my recovery days.	I have peak performance focus to my days. I know which days I must perform the best and protect recovery days in advance of my performance.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I have a nutrition plan. I know what I am eating and when. I think I am 70% consistent or higher with my plan.	I have a nutrition plan that helps me focus and perform at my peak 80% of the time or more. I understand my nutrition directly helps me perform at my peak.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I am consistent with my exercise program. My BMI is in the normal range. I feel good about myself.	I am in the best shape of my life. My BMI is normal, and I can talk about my body fat with pride. I am confident in my level of fitness.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I feel good. I am current with all health issues and checkups. I am ahead of the game.	I feel great. I have a team of professionals, including a doctor, helping me proactively improve my health.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I am consistent. I am practicing 70% of the time and feel like I am living consistently with my 'why' and my great life legacy.	I am joyful and grateful. I have a daily practice that is a cornerstone habit of my life. I feel like every day I am living my 'why' and living my great life legacy.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I am proactively working on my most important relationships.	I am grateful for some of the amazing relationships in my life. I continue to invest in those relationships.	<input type="text"/>	<input type="text"/>	<input type="text"/>
I am getting ahead of everything. My days and weeks are more focused. I am moving forward more than I am retreating. I use My Great Life Planner™ 80% of the time.	I understand how to structure my days, weeks, and quarters to maximize my focus. I understand that my performance is the key to driving my future. I am using My Great Life Planner™ daily.	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>

Top 3 Actions		



# BENEFITS OF HIRING A DOMESTIC ASSISTANT

- ❑ Reduced stress at home
- ❑ More focus on your practice
- ❑ You gain control of your practice and your life
- ❑ You are not missing important family events due to domestic duties



# THE BUSY LAWYER'S GUIDE TO THE DOMESTIC ASSISTANT ADVANTAGE

<https://atticusadvantage.com/product/the-domestic-assistant-advantage//>



# Final Thoughts and Questions



# WHAT TO DO NEXT:

Discuss a domestic assistant and determine how we can support you in this process

- Check the chat box
- Email us at [grow@atticusadvantage.com](mailto:grow@atticusadvantage.com)
- Schedule your free consultation

# UPCOMING WORKSHOPS AND PROGRAMS



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Orlando



## RAISING THE BAR – GROWTH STRATEGIES FOR 2024

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October 12, 2023  
ZOOM



## THE GRATEFUL LAWYER – HOLIDAY MARKETING FOR THE SAVVY ATTORNEY

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November 9, 2023  
ZOOM

Thank You!



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