

	Monday	Tuesday	Wednesday	Thursday	Friday
7	Exercise	Exercise	Exercise	Exercise	Exercise
7.30					
8	Cashflow Focus Meeting	TEAM HUDDLE	TEAM HUDDLE	TEAM HUDDLE	TEAM HUDDLE
8.30		KEY ASSISTANT	KEY ASSISTANT	KEY ASSISTANT	KEY ASSISTANT
9	Calls/Emails	Client Meetings	Casework or Hearings	Client Meetings	My 90-Day Focus
9.30	Strategic Growth Projects				Strategic Growth Projects
10					
10.30					
11	Lunch with Top 10 Referral Source	Lunch with Top 10 Referral Source	Lunch with Top 10 Referral Source	Take Atty _____ to Coffee/Lunch	Lunch with Top 10 Referral Source
11.30					
12	Casework or Hearings	Client Meetings	Casework or Hearings	Client Meetings	Possible Free Time
12.30					
1	Marketing	Marketing			
1.30					
2					
2.30					
3	Calls/Emails	Calls/Emails	Calls/Emails	Calls/Emails	
3.30					
4					
4.30					
5					
5.30					
6		Lead Generation Workshop			
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.