

ATTICUS TIME MANAGEMENT FOR ATTORNEYS

WEEKLY TIME TEMPLATE

	MON.	TUES.	WED.	THURS.	FRI.
7:00 am.	WORKOUT		WORKOUT		WORKOUT
8:00					
9:00					
10:00					
11:00					
12:00					
1:00 pm.					
2:00					
3:00					
4:00					
5:00					
6:00					

Directions: Label the blanks in the template to begin designing your typical weekly schedule. Use the questions below to help you look at your time needs.

<input checked="" type="checkbox"/> What do you need to schedule time for:	Direct Income	Indirect Income
<input type="checkbox"/> Production		
<input type="checkbox"/> Return Phone Calls		
<input type="checkbox"/> Marketing		
<input type="checkbox"/> Administration		
<input type="checkbox"/> Client Meetings		
<input type="checkbox"/> Working on your Biz		

<input checked="" type="checkbox"/> When do you need to be available for client convenience?
<input type="checkbox"/> Morning only
<input type="checkbox"/> All mornings and all afternoons
<input type="checkbox"/> Some mornings and some afternoons
<input type="checkbox"/> Afternoons only
<input type="checkbox"/> After 5:00 p.m.
<input type="checkbox"/> On some Saturdays

<input checked="" type="checkbox"/> When are you at your best to do technical work?
<input type="checkbox"/> Mornings
<input type="checkbox"/> Afternoons

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.

Compliments of
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