

Time Management for Attorneys: A Lawyer's Guide to Decreasing Stress, Eliminating Interruptions & Getting Home on Time.

Topics to be Discussed

- I. Overview of the Law Firm Model
 - A. The three perspectives that every attorney needs to build a successful law firm.
 - B. The fatal flaw inherent in law firms.
 - C. The two most important factors in building the practice.
 - D. A discussion and review of the successful law firm model.
 - E. Breaking the Cycle of Stress.

- II. Practical Solutions to Everyday Time Management Problems -
 - A. Nine proactive time management strategies to reduce stress and increase productivity.
 - B. Learn how to manage unwanted interruptions.
 - C. Learn how to delegate tasks effectively; and recover 15% to 25% of your billable time.
 - D. Learn how to use your staff more powerfully and accomplish more with the time you have.

Detailed Program Schedule

9:00 – 9:10 a.m.

Speaker Introduction, Opening Remarks & Housekeeping

9:10 – 9:45 a.m.

First Things First: Setting Priorities: How to make sure all key tasks are managed and accomplished effectively

- A. Organizing priorities: how to collect, evaluate and decide
 1. Setting up a dependable "pipeline" from tasks to the priority list
 2. Making sure personal priorities are consistently included
- B. Options for handling Priorities
 1. Major tasks – break down into components, delegate as much as possible
 2. Less important tasks – delegate, delay or dump
- C. Interactive discussion: How does the lack of prioritizing show up in your practice?
 1. Specific examples
 2. Discussion and troubleshooting
- D. Identify key techniques which would be most valuable to implement

9:45 – 10:30 a.m.

Scheduling

- A. Three model Time Templates
- B. Support systems, structures and training necessary for Time Template implementation
- C. The profitability connection
- D. How to maximize your billable hours
- E. Implementing the Power Hour
- F. Block and Tackle concept & diagram
- G. How to eliminate the risks involved with practicing "Threshold Law"

10:30 – 10:45 a.m.

BREAK

10:45 – 12:00 p.m.

Managing Interruptions

- A. Implementation of Time Template
- B. Building the support structure to maintain
- C. Dealing with incoming phone calls
 - 1. Blocking uninterrupted no-call time for efficient production
 - 2. Instituting effective communications scripts for staff
 - 3. Structuring callback times and systems
- D. Retraining clients and colleagues
 - 1. Team meetings to inform and reinforce
 - 2. Visual reminders
 - a) In your office
 - b) Outside your office
 - 3. Re-arranging your office to discourage
 - 4. How to minimize phone calls with highly verbal clients & colleagues
 - 5. Three keys for keeping conversations short
 - 6. Suggestions for maintaining office esprit and strong time management
- E. Interactive discussion:
 - 1. What are the key issues in your office regarding interruptions?
 - 2. Which of the discussed concepts will you make a priority for implementation?
 - 3. Troubleshooting and idea sharing

12:00 – 12:30 p.m. Working Lunch

12:30 – 1:30 p.m.

Delegation

- A. Discussion of delegation as crucial leverage to create greater efficiency, increase organizational capacity
- B. Lawyers' need for control vs. leverage

- C. "You just can't trust anyone to do it right!" How self-fulfilling prophecy works
- D. Distinction: Delegation vs. Dumping
 - 1. Characteristics of Dumping
 - a) No structure or system
 - b) Relies on the skill, experience and commitment of the individual dumped on
 - c) Requires frequent questions, discussion
 - d) Does not allow "tracking" or control/monitoring of task
 - e) Creates stress, worry
 - 2. Characteristics of Delegation
 - a) Accomplished via a defined structure which allows conveyance of all key information to allow delegatee to accomplish task with minimal supervision
 - b) Empowers staff
 - c) Creates ability to monitor delegated work
 - d) Trains delegates to do complex tasks by providing outline & complete information
 - e) Eliminates recriminations & arguments about what definition of "dumped" task
- E. The Smart Rules for Delegation -- A Recipe for Complete Delegation
- F. How Delegation is connected to Profitability -- The Leveraging Formula
- G. Interactive discussion:
 - 1. What are the key issues in your office regarding delegation?
 - 2. Which of the discussed concepts will you make a priority for implementation?
 - 3. Troubleshooting and idea sharing

1:30 – 1:55 p.m.

Roundtable Discussion of Practice Management Issues

Practical application discussion with question and answer. Attendees are broken into discussion groups based on practice size to discuss the afternoon's information, share "best practices" and troubleshoot existing problems.

2:00 p.m.

Evaluation & Completion

About the Speaker

MARK POWERS
President, Atticus

Mark Powers, President and Founder of Atticus, has been coaching attorneys for 20 years. He is a Master Certified Coach, an international speaker who has worked with members of the Law Society of Scotland, The Canadian Bar Association, The American

Bar Association and bar associations in Arizona, Florida, Massachusetts, Mississippi, New York and other states. He co-authored ***“Time Management for Attorneys: A Lawyers Guide to Decreasing Stress, Eliminating Interruptions and Still Going Home on Time.”*** And, ***“How Good Lawyers Become Great Marketers”***. A nationally recognized expert in the field, Mark is a regular columnist for *Lawyers USA*, has a syndicated marketing column, and has been featured in bar periodicals around the country.

Mark previously served as the chief executive officer and president of a multi-million-dollar, privately held company, and as a corporate manager in a Fortune 500 company based in Connecticut. A native of Massachusetts, he has a Master’s Degree from Northeastern University in Boston. His undergraduate studies include a Bachelor’s Degree in economics.