

It's About Time



Time Management for Contract Attorneys

Oregon Women Lawyers Contract Attorney Lunch CLE
May 18, 2018

Hello my name is...

Heather Decker

tcb coaching + consulting

Work Smarter. Live Better.

- Private Practice - Civil Litigation
- Professional Development Director
- Business Management Coach
- Family Life - 3 Teenage Boys!
- Interests - Magical Devices

My Favorite Magical Device

"I mark the hours, every one,
Nor have I yet outrun the Sun.
My use and value, unto you,
Are gauged by what you have to do."



Your Priorities Will Set You Free!

What do you **VALUE**?

What is **IMPORTANT** to you?

What are your **GOALS**?



Exercise

- List your top 5-10 priorities
- Compare with your calendar and task list

Do your time and energy serve your priorities?

Why or why not?

How much is enough...

- Billable work?
- Networking/Marketing?
- Admin time?
- Volunteering?

Pro bono

Community service

Bar leadership



“Turn right to go left!”

- Lightning McQueen in *Cars*

Say No to Say Yes!

- Say Yes to your priorities
- You make triage decisions
- Know how and when to say No (and Practice!)

How?

Calendar: Friend or Foe?

- Docket deadlines on your calendar
- Weekly Preview - Plan and resolve conflicts now
- Day Blocks - Designate “Office Days” and “OOO Days”
- Time Blocks - Deep Work vs. Shallow Work

Build a Better Task List

TODAY I Will Accomplish...

1 BIG THING



3 MEDIUM THINGS



5 LITTLE THINGS



<https://bit.ly/2e9wz1v>

themuse
themuse.com/advice

	Urgent	Not Urgent
Important	Crying baby Kitchen fire Some calls 1	Exercise Vocation Planning 2
Not Important	Interruptions Distractions Other calls 3	Trivia Busy work Time wasters 4

Tame the E-mail Beast

Rule #1: You are the boss, not your e-mail

- Turn off notifications
- Check messages on your schedule

Rule #2: Is anything on fire?

Rule #3: Delete or one word reply

Rule #4: Rules & Unsubscribe (ie. Unroll.me)

Rule #5: Send late day replies



Help! I'm still a slave to my work/kids/calendar...

- List responsibilities/obligations that ONLY YOU can do
- Delegate for Empowerment!
- Know when to be **AWESOME** vs. **Good Enough**

Goals for Next Week

1. Calendar
2. Task List
3. Quality of Life



“Reclaiming my time.” - US Rep. Maxine Waters

Questions?

Sign up for a Free Consultation &
20% off a New Coaching Engagement

(exp. June 15, 2018)

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