

**It's About Time: Time Management for Contract Attorneys**  
May 18, 2018

## **Priorities**

**List your top 5-10 priorities.**

**Compare these with your calendar and task list.**

**Reflect: Do your time and energy serve your priorities? Why or why not?**

**Heather Decker, JD**  
**tcb coaching + consulting**  
503-734-7232 // heather@tcbcoaching.com

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## Goals

### Goals for Next Week -

- **Calendar:**
- **Task List:**
- **Quality of Life:**

To increase the likelihood of achieving your goals -

- (1) Write your goals down with pen on paper
- (2) Make your goals specific and achievable
- (3) Say your goals out loud, preferably to someone else
- (4) Schedule 15 minutes a week from today to review and repeat this process

If you're having trouble implementing these goals on your own, enlist a colleague, co-worker, friend or coach to help!

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