

## Get a Handle on Time Management

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*Stay in Control of Your Time. Use this Tried-and-True Method!*



Time doesn't have to be the bane of your daily existence.

Put time back on *your* side by **making several kinds of LISTS**.

List-making is a free and simple way to **get a handle on your time management skills** and prioritize your day.

And the best part?

There is no new technology to learn. No keyboard to press. All you need is a legal notepad or, if you prefer, the task function in Office Outlook!

Here's a handy list-making guide to get you started:

- **Start by making a single to-do list of everything that needs to be done.** Don't try to organize or prioritize the tasks, just list them.

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- Go over the main list and break it into **two lists**, one for yourself and one for your assistant. **On your list, keep only things that must be done BY A LAWYER.**
- Take another look at the lists and prioritize them even further. **On a separate sheet of paper, list three or four things you know must be accomplished by the end of the day.**
- Next, **delegate** the priority items on your assistant's overall list and get started on your own priority items immediately.
- Check in with your assistant for a **progress report** mid-afternoon. This allows time to get things back on track if unexpected events or interruptions derail your plans.
- **Revise your lists** before you leave for the day, or each morning as soon as you arrive in the office.

How well do you manage your time?

Take my [time management test](#) and see how well you score.

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