



# PRODUCTIVITY HACKS FOR LAWYERS

## 1. PRIORITIZE GOALS FOR THE DAY

It's not enough to set goals and tasks for your day, you're probably doing that already. But are you working on the most important ones first or just the easiest ones? By working on the highest level tasks first, you'll feel you've accomplished more if you can't get to everything you wanted in the day.



## 2. SCHEDULE EVERYTHING

Block off time on your calendar to achieve specific tasks. The dedicated block of time means you can fully concentrate on the work that otherwise you might push off all day because of interruptions and perceived more important tasks.

## 3. TRACK ALL YOUR TIME

not just billable time – By tracking everything you do with your day, you can spot inefficiencies and areas of work you perform that perhaps could be done by someone who does not charge per hour or charges at a lower rate and can perform the same task.



## 4. APPROVE TIME ENTRIES BEFORE PRE-BILLS

If approval is needed for time entries, the pre-bill stage is not the place to view and approve. Have a system in place that notifies you immediately when there are entries that need your review and approval.

## 5. SCHEDULE TIME TO WORK ON EMAIL

Your email inbox is the biggest culprit to blowing up your day. But with some discipline, it doesn't have to be this way. Most productivity experts recommend only checking and responding to email a few set times of day\*. Anywhere from two-four times tends to be the sweet-spot. Create an auto-responder informing people about your email schedule and alternative options if the matter is urgent.

