

[10 Time Management Questions to Get You Thinking](#)

By [Cordell Parvin](#) on December 17th, 2013

I have shared in other posts that time management is the most popular agenda item for discussion with lawyers I coach. I bet it is something most of you want to learn as well.

Recently a group I coach asked me to talk about time management at one of their quarterly meetings. I talked about attitude, motivation, and how to make time for their client development and their own career development.



Then, I put the lawyers into three groups and asked them to discuss these 10 questions:

1. What motivates you to make time for client development?
2. Why should you set goals?
3. What is the most important element of effective goals?
4. What are the most important elements of an effective business or development plan?

5. How much non-billable time do you believe you should spend this year on your own development and on client development?
6. How can you best spend that non-billable time?
7. What are methods you use to make time for client development?
8. What is the best way to hold yourself accountable?
9. What should you be doing now on client development that will pay the greatest return over the next several years of your career?
10. What are potential client development activities can you do each and every day?

Cordell M. Parvin built a national construction practice during his 35 years practicing law. At *Jenkins & Gilchrist*, Mr. Parvin was the Construction Law Practice Group Leader and was also responsible for the firm's attorney development practice. While there he taught client development and created a coaching program for junior partners. In 2005, Mr. Parvin left the firm and started *Cordell Parvin LLC*. He now works with lawyers and law firms on career development and planning and client development. He is the co-author of *Say Ciao to Chow Mein: Conquering Career Burnout* and other books for lawyers. To learn more visit his Web site, www.cordellparvin.com or contact him at cparvin@cordellparvin.com.