

## Time Management: How to Beat Procrastination!

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### *3 Simple Time Management Tips that will Help You Work Smarter*



**Time management for lawyers** can be hard to come by in a busy firm. Many attorneys are reluctant to develop a **time management plan** simply because they either feel it's beneath them, or they believe they have the power to juggle it all.

What these attorneys don't know, however, is that having an efficient law practice and good work/life balance don't happen by accident.

**Smart lawyers implement time management programs** so that they can be better at their jobs while also spending more time doing what they enjoy *outside* the office.

The first rule of thumb when developing a time management guide is to **KEEP IT SIMPLE**. Complicated systems will only set you up for failure. You want an easy routine that will help you **boost productivity and keep your practice running smoothly**.

Here are three **good time management habits** to start practicing NOW!

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## 1. Bite the bullet.

Stop procrastinating!

Identify the most unpleasant, grueling task you have to do - *but don't want to do* - and **DO IT FIRST!** Just do the one thing you're dreading most. Once it is out of the way, a huge burden will be lifted from your shoulders and you can move more rapidly through the rest of the day's tasks.

Think about how much better you'll feel knowing that the unpleasant task is out of the way. Suddenly every *other* task will become a whole lot easier.

## 2. Avoid the phone.

Nothing can break a busy lawyer's concentration more than having to repeatedly answer calls. That's why so many attorneys say they get their best work done late at night or on the weekend. At those times, the phone is not ringing and there are few interruptions.

**Set aside blocks of uninterrupted time** to be your most productive. Schedule certain hours of the day for returning phone calls and setting up appointments. Then, devote the rest of the time to work.

## 3. Make a prioritized to-do list everyday.

It is NOT a waste of time to try to figure out how you should spend your time. It takes fifteen minutes - TOPS!

**Commit to making a list of everything that has to be done, and prioritize the tasks.** Decide the day before what should be done first thing in the morning, so that the risk of pushing the worst task to the bottom of the list is eliminated. Ask yourself, "If I only get one thing accomplished on my to-do list tomorrow, what do I want it to be?"

You're not alone in this quest for better time management. Your issues are the the same as everyone else's. But, only *you* have the power to turn your bad time management habits into good ones!

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