



The 8 Keys to Being a More Productive Lawyer

How to Increase Lawyer Productivity with Time Management Strategies

The work of lawyering grows more challenging every year. Information deluge, elevated client demands, remote work environments, shifting workforce attitudes, technological change, broad societal anxieties – all these dynamics are accelerating and they conspire to make your days feel even more jam-packed and less controllable than ever.

49%

49% of male attorneys and 67% of female attorneys reported experiencing "moderate to severe stress" in the 2020 ABA Lawyer Wellbeing survey of almost 3000 lawyers.

2022 ABALegalProfile.com

52%

52% of private firm and in-house attorneys reported increased burnout and declining well-being in the Q4 2021 Bloomberg Law Quarterly Attorney Workload and Hours survey.nout-on-the-rise

BloombergLaw.com, March 3, 2022

82%

Over 82% of office workers say that navigating through different systems/locations to find the most current versions of documents has a negative impact on their productivity

2019 Association for Intelligent Information Management Benchmark Report (AIIM.org)

23 minutes

It takes an average of 23 minutes and 15 seconds after an interruption for someone to return to full focus on what they were doing at the moment of interruption

Dr. Gloria Mark, Professor of Informatics, University of California, Irvine

So it's critical that you manage the single most important resource you have: **YOUR TIME**. Here are some of the things the most successful and healthy attorneys have learned to do. You can learn to do them too.

1

Mind Your Mindset

- Challenge your limiting beliefs about what's possible
- Accept the essential truths about what it really takes to build new patterns of effectiveness
- Stretch your behavioral comfort zone
- Embrace the paradox that you have to spend time to get time



2

Organize Your Tasks

- Use a to-do list app that syncs to all of your devices
- Declutter your brain by capturing your tasks daily
- Assign due dates realistically (not wishfully)
- Review and update your tasks regularly



3

Plan and Schedule Wisely

- Devote the first 10 minutes of each day to rigorous daily planning
- Estimate the duration of calendared events conservatively
- Rigorously guard against over-scheduling your calendar
- Stick to what you're working on by drastically reducing multitasking



4

Build Your Team

- Make discussion of team culture explicit
- Elevate your delegation skills
- Solicit their recommendations and follow up on them
- Give them specific positive and corrective feedback monthly



5

Optimize Your Workflow Systems

- Analyze and improve the most common workflow procedures in your practice
- Invest time and dollars in tech training to use your current tools more efficiently
- Clarify and enforce your team's file and folder naming and location conventions
- Conduct semiannual workflow reviews with your team



6

Manage Your Email Effectively

- Use rules and filters to automatically route email to specific subfolders
- Create time blocks to handle email in batches rather than continuously all day
- Conduct weekly email cleanup
- Set clear policies with clients for acceptable use of messaging apps



7

Create and Maintain Boundaries

- Establish firm expectations with clients and colleagues about your availability and response time
- State at the top of each meeting or call how much time you'll have
- Practice executing a "Positive NO" in response to time-sucking requests
- Minimize non-essential interruptions to create and protect "DND" time



8

Cultivate Your Personal Well-Being

- Grow your awareness of what, specifically, impacts your stress curve
- Use a self-discovery instrument such as the MBTI or DISC to learn how your natural behavioral and attitudinal styles influence how you use your time
- Commit to spending time deeping an interest or hobby outside of work
- Start or deepen a simple but regular mindfulness-based routine



Skeptical that these 8 Keys will transform your practice?

Want to learn more? Let's connect

203.806.1300

