LAWYER TIME MANAGEMENT

Task Duration Estimate Log

Directions:

1. Prior to starting each discrete task, determine specifically what you intend to accomplish prior to moving on to another task.
2. Estimate how long you think it will take to accomplish whatever you intend to accomplish on the task.
3. Note the start time, and the estimated end time based on your answer from step 2.
4. Note the actual time you stop working on that task.

Date	Start Time	Task	Estimated End Time	Actual End Time

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