Time Management Worksheet for Legal Professionals

# SECTION 1: Daily Task Prioritization (Morning Planning – 10 minutes)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Priority Level | Task Description | Estimated Time | Deadline | Time Blocked (Y/N) | Status |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# SECTION 2: Billable Hours Tracker

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client / Case Name | Task Performed | Start Time | End Time | Total Time | Billable (Y/N) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# SECTION 3: Interruptions & Time Wasters Log

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Time | Interruption Type (Call/Email/Other) | Description | Necessary? (Y/N) | Solution to Prevent |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# SECTION 4: Case & Deadline Snapshot (Weekly)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Case Name | Major Deadlines This Week | Preparation Required | Assigned To | Status |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# SECTION 5: Reflection & Planning (End-of-Day/Week)

1. What worked well today?

2. What didn’t work or slowed you down?

3. What deadlines or tasks need more attention tomorrow/next week?

4. How can I improve tomorrow?