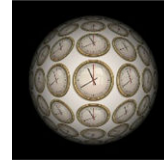


Time Management Tips for Lawyers and Paralegals

Tips to help you spend less time on shuffling files and spending more time getting new clients.



How much time do you spend hunting for the right documents, reading an old or the wrong version of a document? 10, 20 or 30 hours a week? Your time is valuable and you need to treat it as that.

Many lawyers and paralegals let poor time management ruin their day. This can lead to a lot of extra stress during the day.

Benefits of learning strong time management skills are critical to your professional success. Not only will your life become less stressful, you will be able to free up additional time to indulge in your favorite pastimes much more than before. Here are 14 time management tips that will make your

more productive, less stressed and more successful.

1. Easy Things First

One good way to improve your productivity is to start with tasks you know you can complete easily. Prepare a to-do list for the beginning of the day that only includes quick tasks that you can get through quickly.

***Example:** Scan in all your files into [CasesTracker](#) at the beginning of the day. It's a simple task that doesn't take a lot of brain-power – you can do this before your second cup of coffee.*

Starting your day with a burst of productivity will motivate you to take on bigger tasks as you continue working.

2. Do Not Disturb

Do not be afraid to put a sign on the door, lock the door and forward your phone calls when you need to get something done. This will help you keep your

train of thought and focus on the task at hand. You will be far more productive without any interruptions.

3. Nothing Goes According To Plan

Build time in your day for unforeseen interruptions. It's time to own the fact that you can't control what happens every minute. Things happen, whether you want them to or not. So add in buffer time into your schedule to handle these moments. That way, at the end of the day, you'll still feel accomplished!

Maybe you just aren't sure how to organize your time. Contact [Got-a-Case](#) and we can help you with your legal file management system.

4. Plan The Work – Work The Plan

If you want to maximize your time, start your day by taking 30 minutes to plan your entire day. This time you take to plan out your day will save you a lot of time in the long run. By having your day

planned out, you will have a schedule to follow and will avoid wasting time with unnecessary or unimportant tasks.

5. Do What's Important, But Avoid Crisis

Do not be afraid to neglect any tasks that are not essential. Use this matrix to place your work into one of the four squares – then be sure you are working on tasks that are “Important and Not Urgent”. Everything else is a potential time-waster.

6. The Art of the Hand-Off

If you have a busy schedule, you can eliminate anything that could be done by someone else. You could hire an intern to scan in your legal documents for you. Allow people to help you with the tasks that you do not have to handle personally.

7. Tame Your Email

Check out your emails once in the morning and another time in afternoon, when you have more time. When you fall to these interruptions, you

won't get your tasks done. Make sure people understand that you're not addicted to email – if they have an urgent matter, they should call you or send you a text message.

8. Do What's Important, Avoid Crisis

Again, in order to manage your time more wisely, prioritize your daily tasks. Tasks that are unimportant and time-consuming can take up a lot of your time during the day. Prioritizing all your tasks will help you spend more energy and time on those tasks that are more important to you.

9. Make Room For Breakdowns

In the rush to get things done, it's easy to forget that no one is 100% efficient. There are no robots among human beings. You won't be perfect in your goal of efficient time management. But you can try, you can do your best. Don't get frustrated if some days are better than others. That's the nature of it.

10. Adapt

Building flexibility into your schedule will really help you with time management. Leave a portion of every day open for unplanned activities. Devote this time to addressing new concerns that come up in the course of the day. By routing unexpected issues into this specific time, you'll make the rest of your working day more productive.

11. Keep Track Of Yourself

If you have trouble managing your time, consider keeping a journal. For three days write down everything you do to pinpoint how you are spending your time. A journal will help you understand how much time you spend doing productive things and how much time you waste on unproductive conversations, thoughts and actions.

12. Box Yourself In

Put time limits on the work you are doing. Sometimes just putting a time limit on something

will keep you focused and make you much more efficient. Even if it's something that only takes a few minutes, give it a time requirement. Write these time limits down on your to-do list and see how effective it is during the day.

13. [Create a to-do list](#)

Create a to-do list every morning before you begin your work. Input your legal files at the same time every day in [CasesTracker](#). Sometimes time is eaten up in the day simply because you don't have a plan. Even a light sketch of a plan, like a simple to-do list, is enough to save you precious minutes, even hours, during the day.

14. [Everything In Its Place](#)

A big reason that people cannot effectively manage their time is that they are not organized. Take some time and organize your legal files with [CasesTracker](#). So much time is wasted searching for information that are not in the right place.

Everything file and folder should have a place and be put in the right place.

These time-management tips can make it much easier for you to organize your day and work more efficiently. By using these techniques, you can improve your work life. Continue to work on time management skills and better your life.

There really is no substitute for solid time management abilities in terms of making everyday life a great deal easier. CasesTracker can help you save time with managing your legal files online. With all the time that you have saved with CasesTracker, you're able to take on more cases and that results in more sales for you.

There is software out there to help you do virtually anything, even organize your legal files! Try CasesTracker from Got-a-Case, **all fees are waived**

for 2015. Use discount code 'SHAKE2015' to save \$49.95 every month for all of 2015.

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