

LCLD 2015 Pathfinder Program

Tick-Tock, Tick-Tock

An Unconventional Primer on Time

Pathfinders Second Meeting
Chicago, IL
October 16-17, 2015



How Most Lawyers Manage Time

- Running
- Juggling



The #1 Principle of Effective Time Management

- There's No Such Thing as Time-Management!
- *Self-Management* is the Key to Doing and Having What You Want



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5 Self-Management Techniques

- **Contemplate**
 - Establish and reassess long and short-term goals and priorities
- **Eliminate**
 - Stop doing things you don't have to do. Be honest!
- **Bifurcate, then Delegate**
 - Do what only you can do and let others do the rest
- **Consecrate**
 - Set aside "sacred" time with "Power Hours"
- **Concentrate**
 - Focus on one thing at a time



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Time-Management Self-Assessment



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Coming Soon ...

Time Management E-Module



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