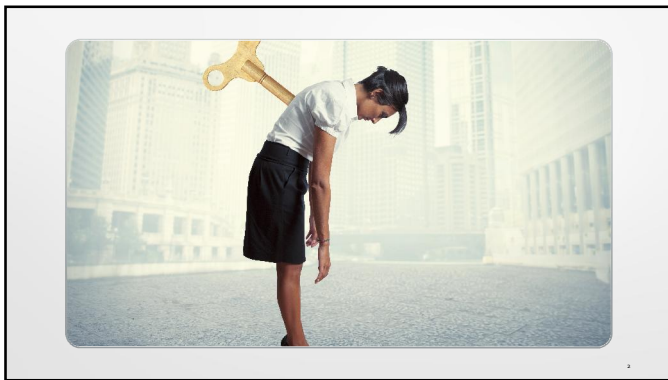
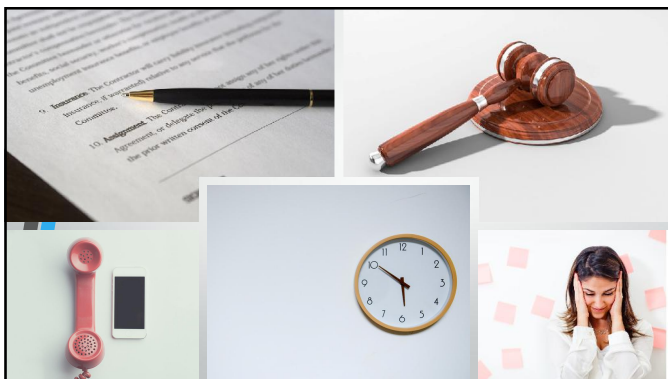




1



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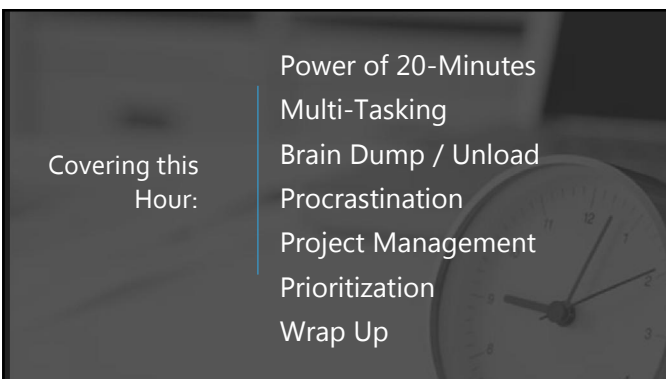
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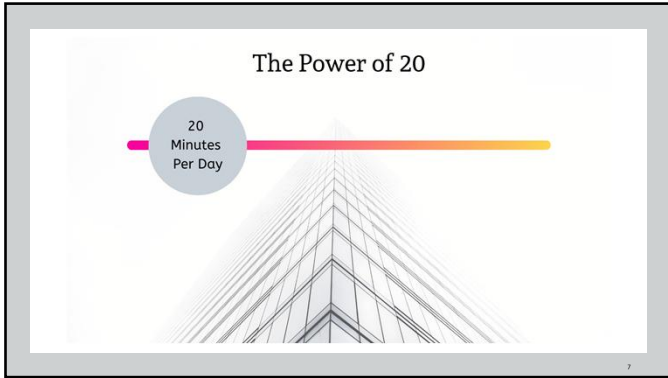
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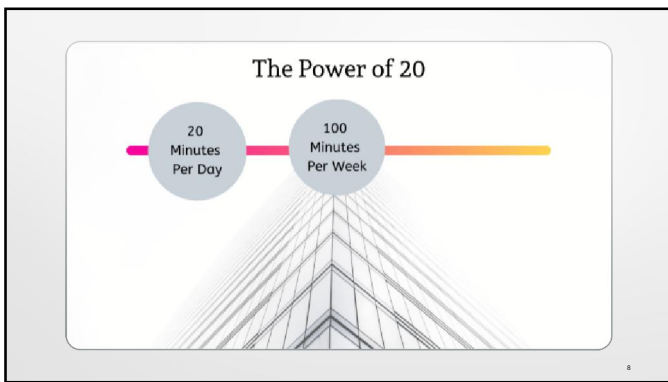
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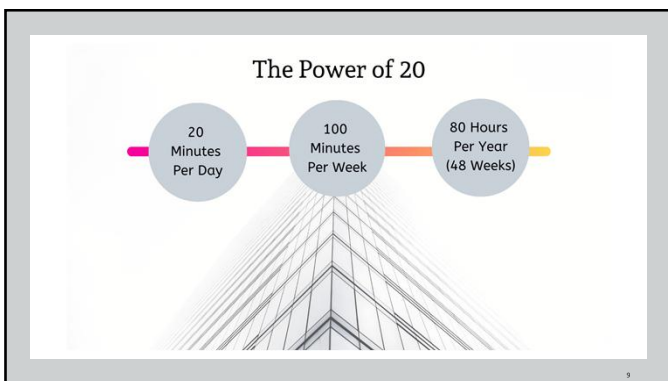
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8



9

Covering this Hour:

- Power of 20-Minutes
- Multi-Tasking
- Brain Dump / Unload
- Procrastination
- Project Management
- Prioritization
- Wrap Up

10

Multitasking makes you dumb.

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11

Single- vs. Multi-Tasking Demonstration

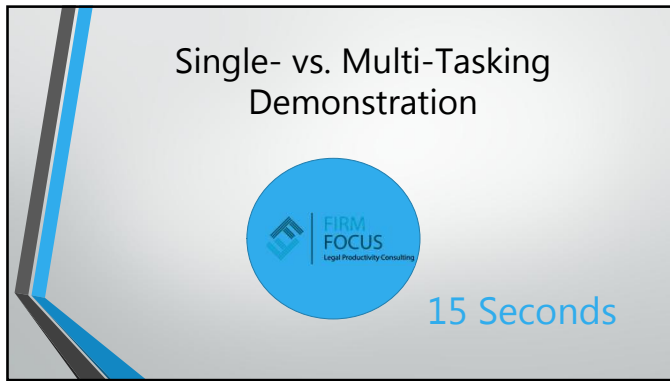
I AM FULLY FOCUSED!

I A M F U L L Y F O C U S E D

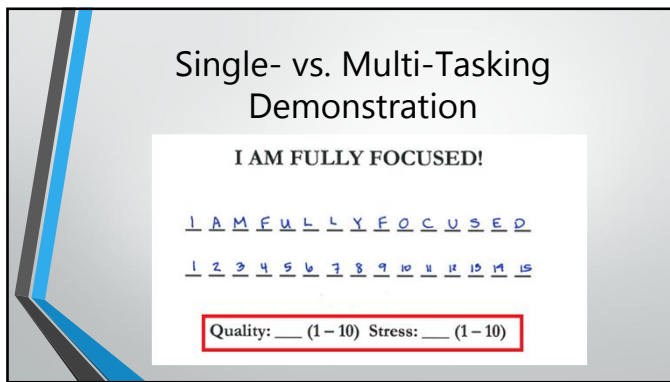
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

Quality: ____ (1-10) Stress: ____ (1-10)

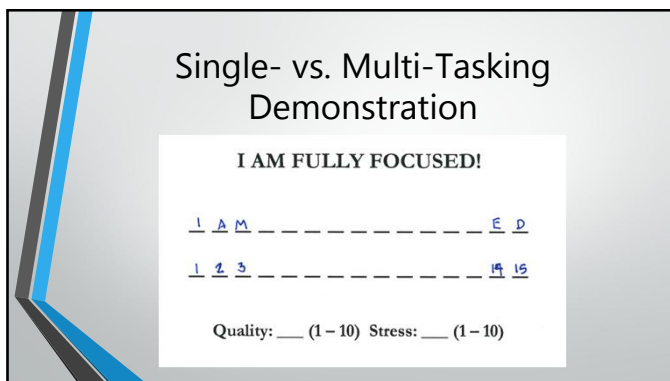
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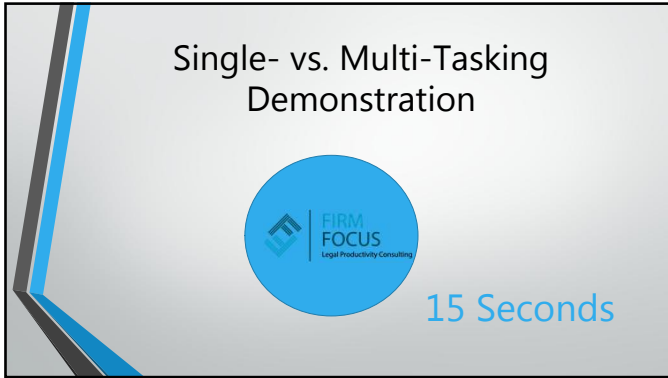
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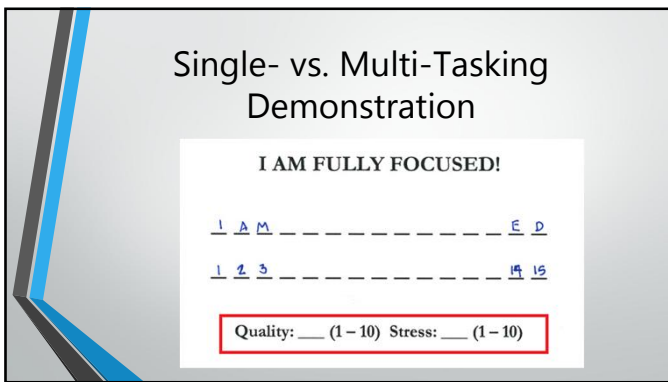
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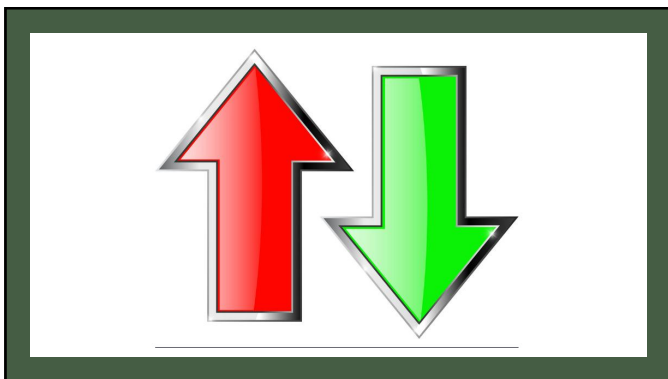
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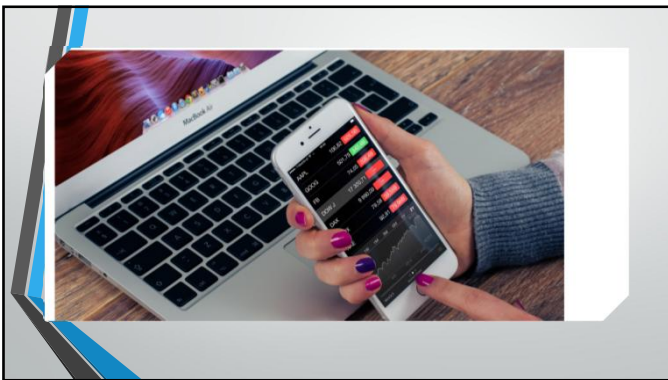
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19



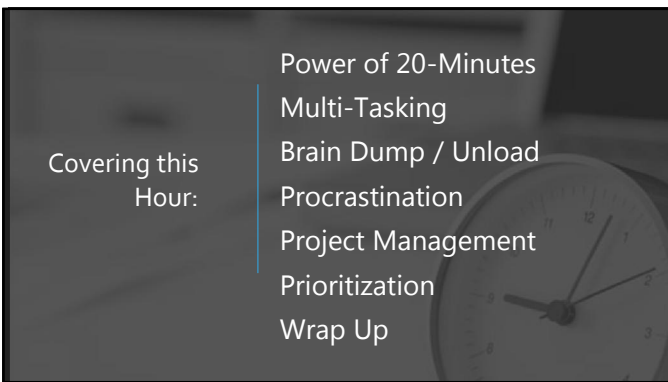
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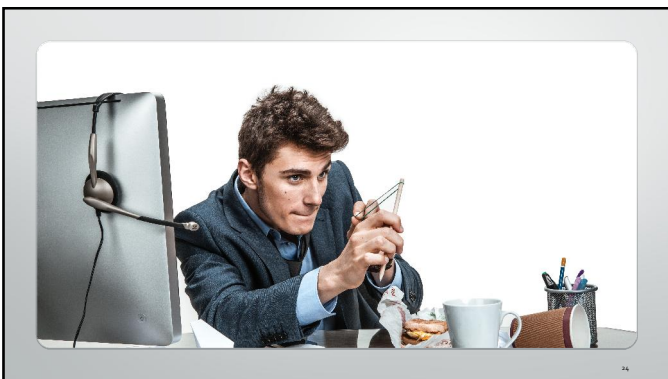
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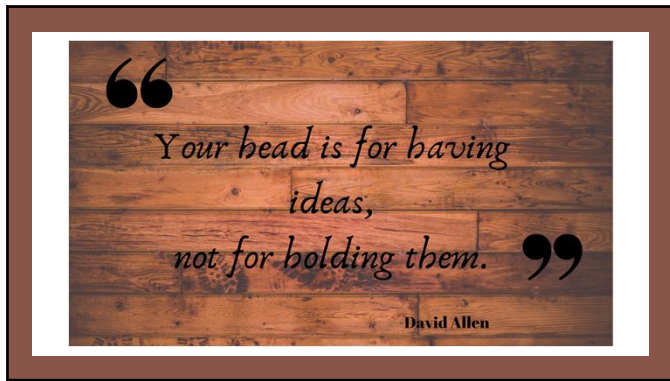
22



23



24



25

Photo Credit: Amazon.com

Next Actions

- M. Empty Filing Cabinet To Reorganize It
- M. Take Bed-spread Off Bed To Wash It
- L. Find Book For Article
- L. Pick CD's For giving to MRS For Party Music
- L. Buy Getting Things Done To Improve Productivity!!
- L. Visit www.MattKirk.com For Fun

Photo Credit: EMOX

26


From Frazzled to Focused Brain Dump Exercise					
List Project or Task	Client or Area of Business	What is the Next Action Step(s)	Approx. Time	Due Date	Priority
					A B C
					A B C
					A B C
					A B C
					A B C
					A B C

27

3-Minutes

From *Freeze*
Brain D

List Project or Task	Client or Area of Business	What i



28

3 Minutes



FIRM FOCUS
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29

Project or a Task?

Are these activities a project or a task?

- Entering your time for a phone call that came in
- Repairing a tire on your car
- Preparing a Depo Subpoena for Business Records




30

2-Minutes

From Frazzled to Focused


Brain Dump Exercise

Area of Focus	What is the Next Action Step(s)	Approximate Time



31

2 Minutes



FIRM
FOCUS

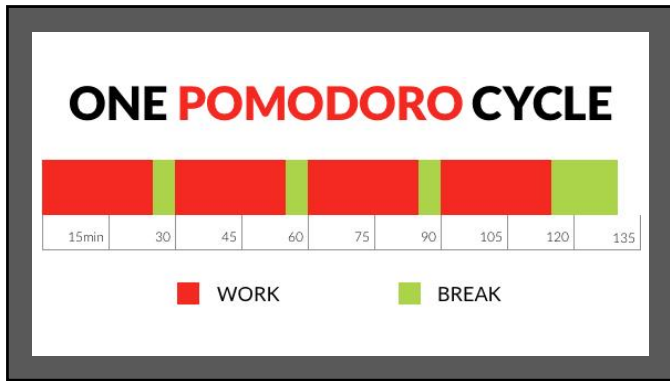
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32



33



34

2-Minutes

used

Action Step(s)	Approx. Time	Due Date


35

AUGUST 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

36

1-Minute



From Frazzled to Focused
Brain Dump Exercise

	Priority	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	

37

1 Minute




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38

1-Minute

From Frazzled to Focused
Brain Dump Exercise

	Priority	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	
	A B C	



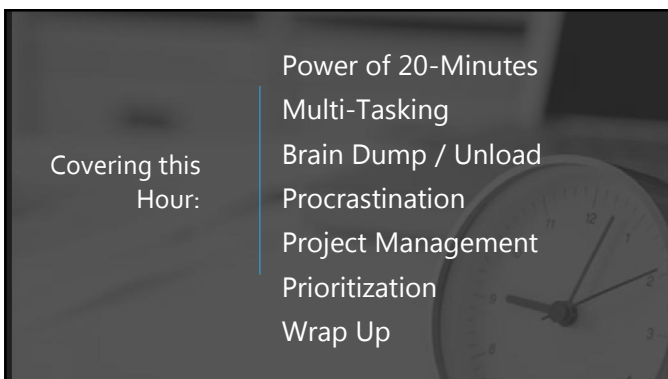
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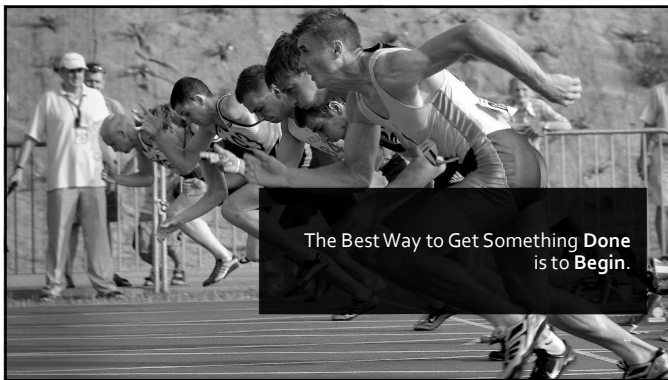
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Procrastination

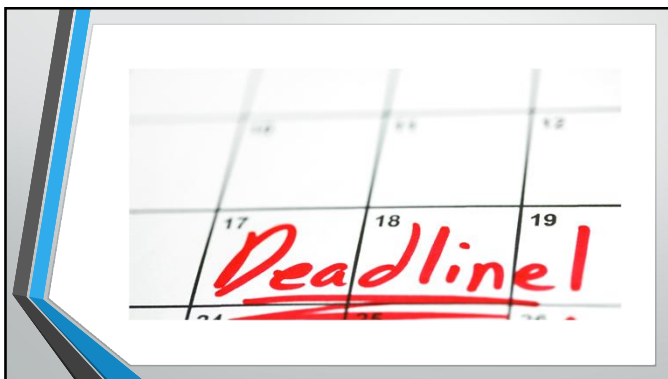
Procrastination is the avoidance of doing a task that needs to be accomplished. It could be further stated as a habitual or intentional delay of starting or finishing a task despite its negative consequences.

Source: Wiki

43



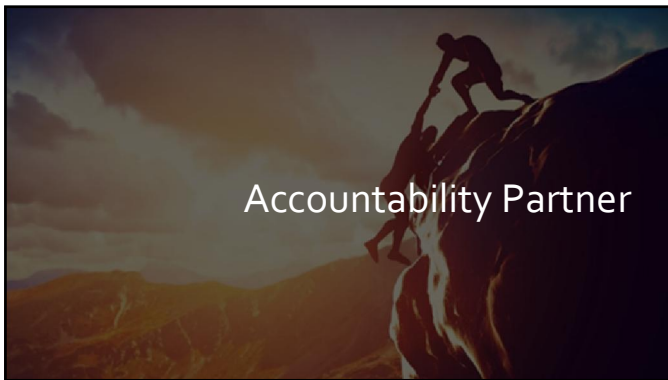
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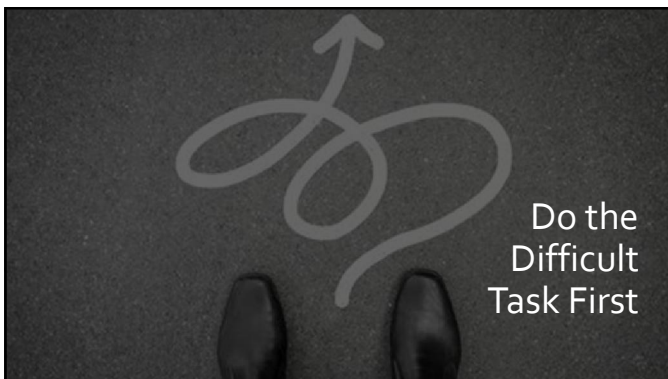
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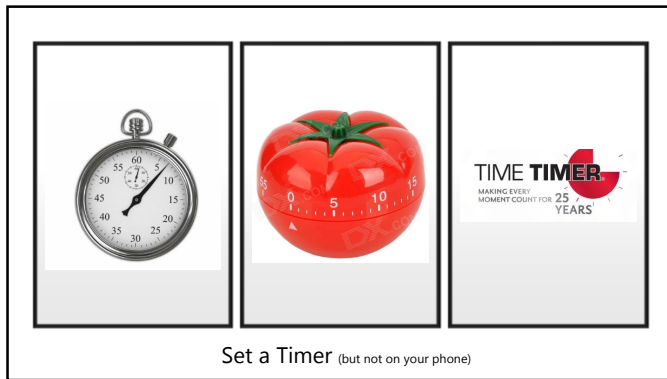
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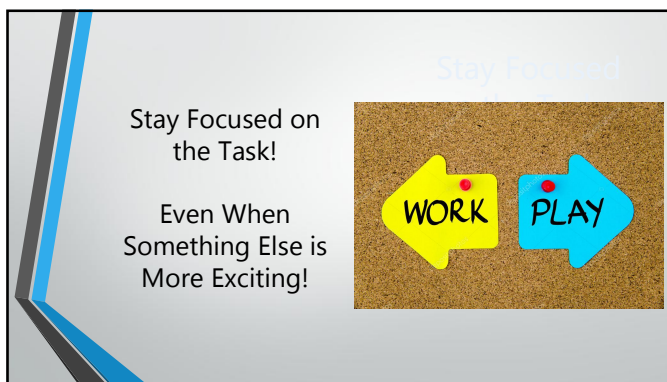
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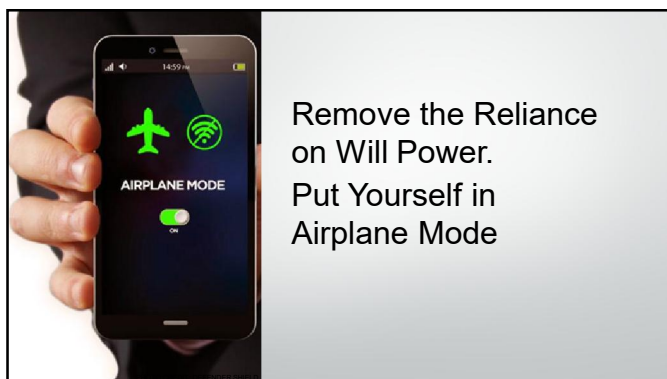
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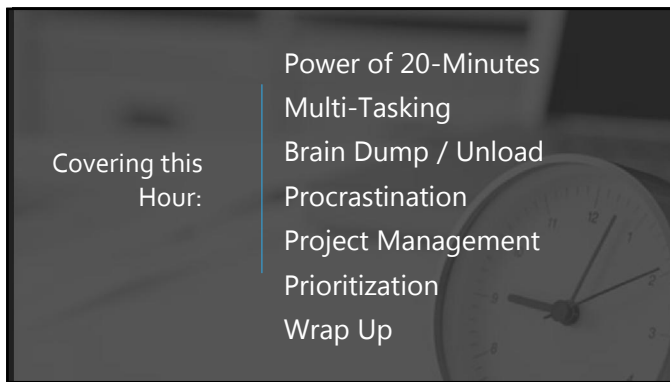
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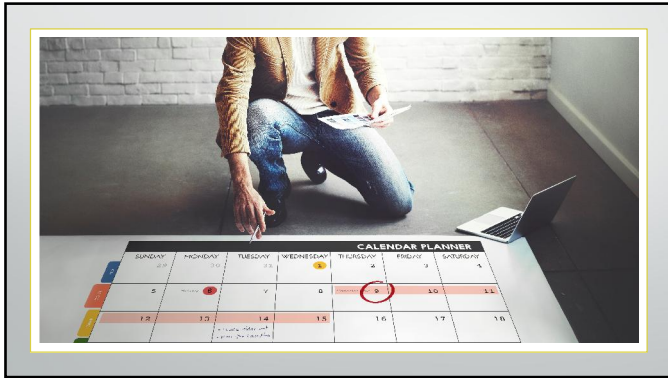


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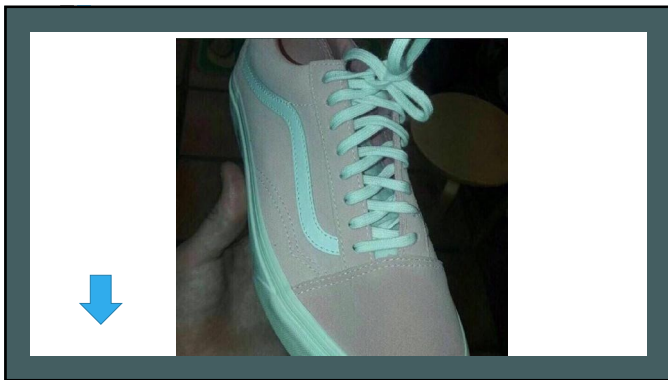


54

Planning a Project is Similar
to Preparing for Running
a Marathon



55



56

Project management is the practice of initiating, planning, executing, controlling, and closing the work of a [team](#) to achieve specific goals and meet specific success criteria at the specified time

- Wikipedia

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Project Key Terms

- Scope: Specific project goal you plan to deliver.
- Cost: Budget for the project.
- Timeline: Reflecting when various components of the project will be delivered.
- Deliverable: Quantifiable item/s that will be provided at the completion of the project.
- Inter-Dependencies: Tasks that must get done before others can start.
- Phases: The smaller pieces that projects are broken into.

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Four Tools for Effectuating Individual or Team Projects

- **Kanban Board (Both)**
- **Gantt Chart (Left-Brain Thinkers)**
- **Mind Map (Right-Brain Thinkers)**
- **RACI Chart (Both)**



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Kanban Board

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Sample Gantt Chart - Long-Term Planning										
Project Description: Client 2020 Holiday Party		Category Key / Goal Guests		Category Key / Goal Venue		Category Key / Goal Food		Category Key / Goal Drinks		Category Key / Goal Entertainment
Sub-Projects / Tasks	Person Responsible	May	June	July	Aug	Sept	Oct	Nov	Dec	
Design initial e-mail invitation	Rebecca	X								
Determine list of invitees	Sarah	X	X	X	X	X	X			
Design hard copy of invitation	Rebecca		X							
Secure venue location	Clayton			X						
Parking / Transportation	Kate / Jim				X					
Secure catering	TBD			X						

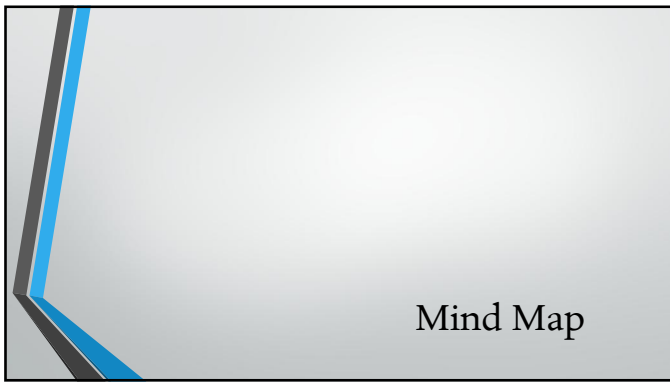
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Sample Gantt Chart - Quarterly Planning													
Project Description: Client 2020 Holiday Party		Category Key / Goal Guests		Category Key / Goal Venue		Category Key / Goal Food		Category Key / Goal Drinks		Category Key / Goal Entertainment			
Sub-Projects / Tasks	Person Responsible	Week of 4/27	Week of 5/4	Week of 5/11	Week of 5/18	Week of 5/25	Week of 6/1	Week of 6/8	Week of 6/15	Week of 6/22	Week of 6/29		
Design initial e-mail invitation	Rebecca	Design invite	Design and finalize campaign	Email invite									
Determine list of invitees	Sarah	Finalize invitees	Finalize invitees	Manage add'l invitees	Manage add'l invitees	Manage add'l invitees	Manage add'l invitees	Last week to confirm					
Design hard copy of invitation	Rebecca			Finalize design for invite	Mail invite								
Secure venue location	Clayton	Research venues	Secure venue				Deposit for venue						
Parking / Transportation	Kate / Jim			Research parking	Research public trans			Confirm transportation					
Secure catering	TBD			Research caterers									

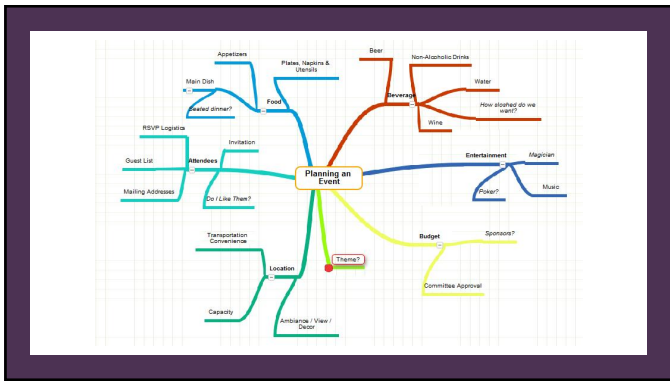
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Sample Gantt Chart - 2 Week Planning											
Project Description: Client 2020 Holiday Party		Category Key / Goal Guests		Category Key / Goal Venue		Category Key / Goal Food		Category Key / Goal Drinks		Category Key / Goal Entertainment	
Sub-Projects / Tasks	Person Responsible	Mon. 4/27	Tues. 4/28	Wed. 4/29	Thurs. 4/30	Fri. 5/1	Mon. 5/4	Tues. 5/5	Wed. 5/6	Thurs. 5/7	Fri. 5/8
Design initial e-mail invitation	Rebecca							Draft description	Confirm graphic	Design campaign	
Determine list of invitees	Sarah						Discuss with Team	Create list of subscribers			Finalize subscribers
Design hard copy of invitation	Rebecca										
Secure venue location	Clayton	Visit Venue Site #1 & 2	Visit Venue Site #3 & 4			Secure Venue / Sign Contract					
Parking / Transportation	Kate / Jim								Research parking options	Research parking options	
Secure catering	TBD										

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69



70

Project:		Planning Event - Attendees				
		Responsible Person				
Task	Kate	Jim	Rebecca	Sarah	Clayton	
Prepare design for invitations		A	R	C	C	
Finalize mailing list	R	C	I		A	
Identify who to invite	I	I		R		
Send out invitations	C	R	A	I	I	
Finalize guest list	A	I	I		R	
Determine how to collect RSVPs / Set-up	A	C	R	I	I	
	R	Responsible		C	Consulted	
	A	Accountable		I	Informed	

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72

Covering this Hour:

- Power of 20-Minutes
- Multi-Tasking
- Brain Dump / Unload
- Procrastination
- Project Management
- Prioritization
- Wrap Up

73

Prioritization Exercise

- ✓ Prepare Motion for Summary Judgment (A1)
 - ☐ Research case law ISO MSJ
 - ☐ Analyze and collect evidence ISO MSJ
 - ☐ Prepare outline of facts and arguments
 - ☐ Begin preparing Memorandum
 - ☐ Prepare Declarations / Obtain Signatures
 - ☐ Prepare Separate Statement of Undisputed Material Facts
 - ☐ Prepare Request for Judicial Notice
 - ☐ Prepare Notice of Motion
 - ☐ Coordinate date of hearing
- ✓ Respond to letter from opposing counsel re depo (A2)
 - ☐ Follow-up call with client re available deposition dates
 - ☐ Speak to partner / associate re availability
 - ☐ Confirmation conference room or virtual meeting
 - ☐ Prepare response to opposing counsel

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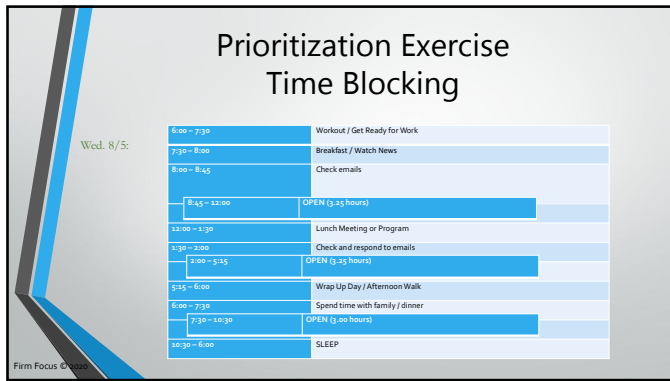
Prioritization Exercise

Time Blocking

Wed. 8/5:

6:00 - 7:30	Workout / Get Ready for Work
7:30 - 8:00	Breakfast / Watch News
8:00 - 8:45	Check emails
11:00 - 1:30	Lunch Meeting or Program
1:30 - 2:00	Check and respond to emails
5:15 - 6:00	Wrap Up Day / Afternoon Walk
6:00 - 7:30	Spend time with family / dinner
10:30 - 6:00	SLEEP

75



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Date: _____

Today's Top 3 Tasks:

1. _____
2. _____
3. _____

Bonus _____

Win _____

www.firmfocus.com
sarah@firmfocus.com

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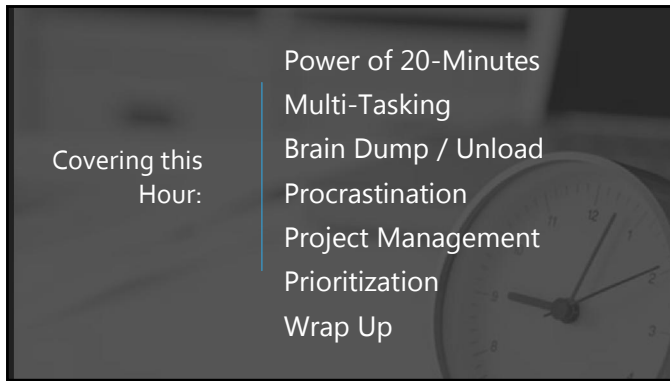
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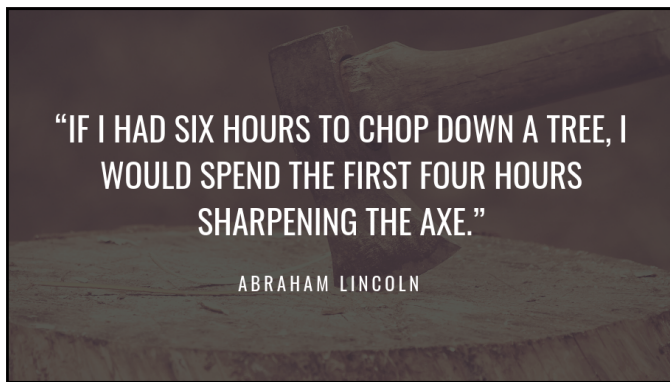
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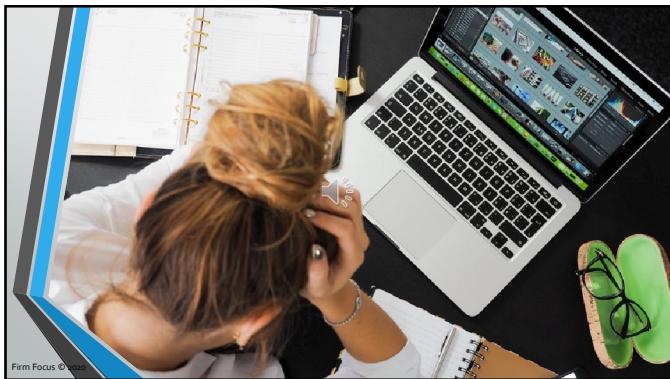




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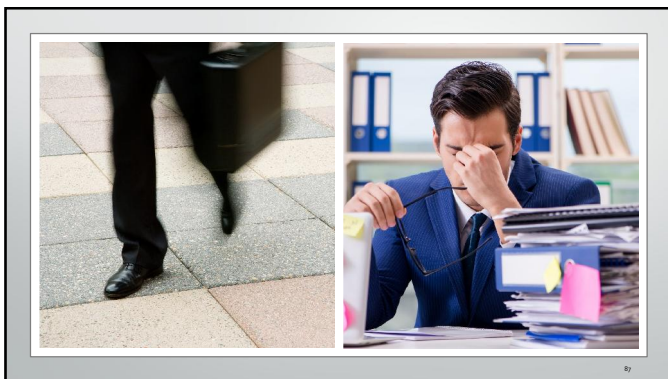
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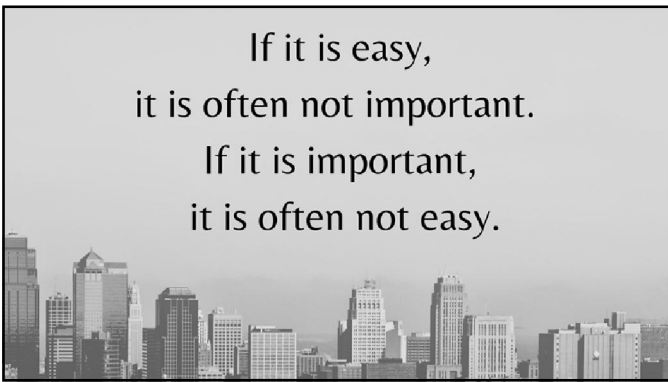
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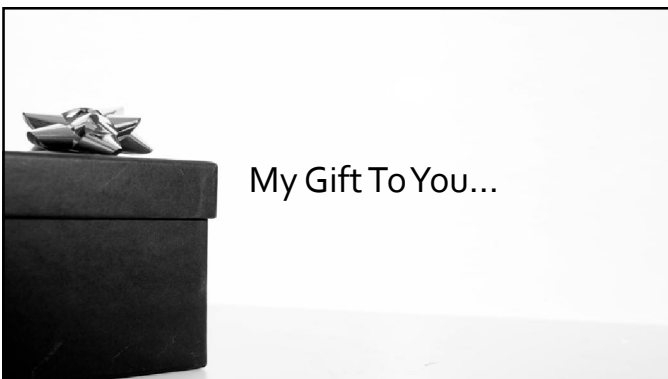
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