

THE
Joyful
ATTORNEY

Finding Time For Joy:
How Time Management Can Transform your Practice

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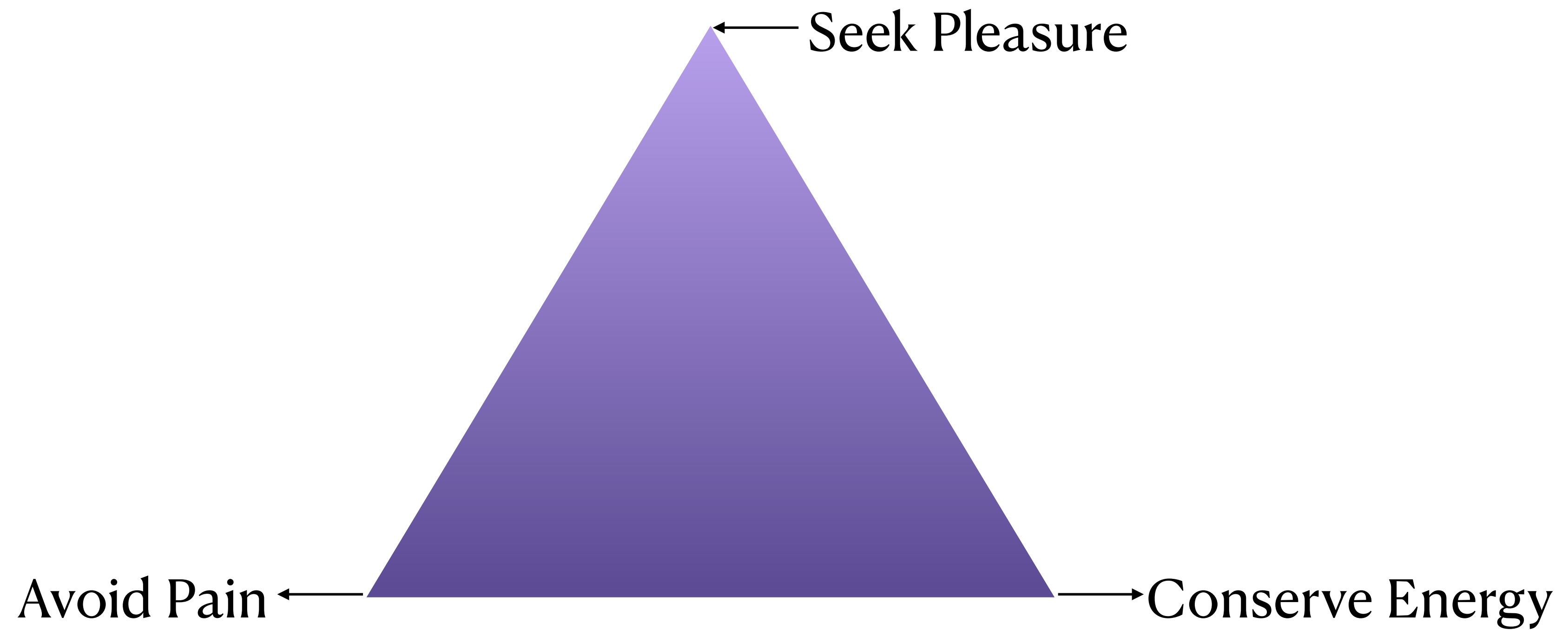
OBJECTIVES

- Put the “I” into Time Management
- Understand why Time Management is Mind Management
- Become the CEO of your life
- Learn to value yourself, others will follow

Decision Fatigue + Disorganization = Chaos

- Email inbox as to-do list
- Electronic task lists
- Notifications
- Physical to-Do Lists
- Post-Its
- Social media inboxes (LinkedIn, Facebook, Instagram, Messenger)
- Phone calls, voicemail, WhatsApp...
- Stacks of documents
- Over-reliance on staff

The Motivational Triad



**CHAOS LEADS TO
BURNOUT**

Burnout

- Emotional, physical, and mental exhaustion caused by excessive and prolonged stress
- Signs and symptoms
 - Sense of failure and self-doubt
 - Loss of motivation/detachment
 - Feeling tired, drained and overwhelmed
 - Negative outlook
 - Withdrawing from responsibilities and others
 - Procrastination
 - Buffering negative emotions with food, drugs, alcohol, doom scrolling, etc.

1. Get Real About Your Time

How do these thoughts feel?

- Not enough time in the day
- It's crunch time
- Time is running out
- "Time and tide wait for no man." – Geoffrey Chaucer
- Time is money
- It's wasted time
- I have a tight deadline

You have “enough” time; I promise

- Time is the great equalizer. We all have the same amount
- “I don’t have enough time” does not generate motivation
- Is the way you spend your time in line with your priorities?
- Pinpoint inefficiencies like perfectionism, distractions, and interruptions
- Set Boundaries, not blame
- Set clear expectations
- Develop integrity with yourself
- Understand Parkinson’s Law - work expands to fill the time allotted. Put simply, the amount of work required adjusts to the time available for its completion.

2. Purge “Hustle” or “Grind” Mentality

Hustle and Grind Mentality is based in SCARCITY

- Scarcity vs. Abundance
- Needy energy vs. value energy
- Productivity as Morality
- Productivity Paradox: The more you “work,” the less productive you become
- Always on = no downtime
- Viewing others as “competition”
- No time for innovation and creativity...or joy
- Real rest is fundamental

3. Stop Undervaluing Yourself

If you don't value yourself and your time, no one will

- Underestimating fees
- Underbilling
- Free consultations
- Negative self-talk
- “Hating”
- Reward and punishment mentality

4. Calendar Your Time

Reclaim Your Time

- Uses the Prefrontal Cortex to make decisions by **PLANNING AHEAD**
- You will **HONOR** your **COMMITMENTS** to yourself
- Live your life deliberately
- Plan your time consciously
- Follow through with what you say you are going to do

The Process

- Start with one distraction-free hour before your work week begins (Sunday or Monday morning.
- Seriously, TURN OFF all distractions
- Identify your “inboxes,” i.e. email, texts, calls, emails, documents, to-do list
- On a blank sheet of paper write down every thing you currently have to do.
- When you think you have it all, ask yourself “what else”
- Determine what are the priorities for this week, what can be filed for later, long-term action items
- Evaluate what you want to do

Put **ALL** action items on the calendar

- Add your free-time and personal priorities FIRST (profit first and free-time first)
- Add hearings, meetings, phone calls, appointments, email review periods
- Add Focus Time
 - Two-hour, distraction-free block of time (further broken down by steps)
 - Creative endeavors (research, writing, creating, study)
 - No interruptions, no distractions, no notifications
 - *You think you don't have time for this, but you do*
- Add remaining time such as overflow time and space for unanticipated tasks

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18
		Workout 6:30 – 7:30am	Workout 6:30 – 7:30am		Workout 6:30 – 7:30am	
	Commute 7 – 8am	Get Ready 7:30 – 8:30am	Get Ready 7:30 – 8:30am	Commute 7:15 – 8am	Get ready 7:30 – 8:30am	
	Hearing 8 – 10am	Commute, 8:30am	Commute, 8:30am	Hearing 8 – 10am	Commute, 8:30am	
		Read/Respond Emails 9 – 10am	Read/Respond Email 9 – 10am		Read / Respond to Email 9 – 10am	
	Commute 10 – 10:45am	Consult 1 10 – 11am	Conference call 10 – 11am	Commute 10 – 11am	Staff Meeting 10 – 11am	
	Read/Respond to Email 10:45am – 12pm	Consult 2 11am – 12pm	Commute 11am – 12pm	Read/Respond to Email 11am – 12pm	Status Conference 11am – 12pm	
	Lunch 12 – 1pm	Lunch 12 – 1pm	Networking Lunch 12 – 1:45pm	Lunch 12 – 1pm	Lunch 12 – 1pm	
	Case Review 1 – 3pm	Consult 3 1 – 2pm		Case Review 1 – 3pm	Case Review 1 – 3pm	
		Consult 4 2 – 3pm	Commute 1:45 – 2:45pm			
Monday Hour One 3 – 4pm	Read/Respond to Email 3 – 4pm	Consult 5 3 – 4pm	Admin Tasks - Overflow 2:45 – 4pm	Admin tasks / Overflow 3 – 4pm	Read/Respond to Email 3 – 4pm	
	Admin tasks/Overflow 4 – 5pm	Consult 6 4 – 5pm	Read/Respond to Email 4 – 5pm	Commute 4 – 5pm	Friday Hour Done 4 – 5pm	
	Commute 5 – 6pm	Read/Respond emails 5 – 6pm	Commute 5 – 6pm	Grocery store 5 – 6pm	Commute 5 – 6pm	
	Dinner 6 – 7pm	Commute 6 – 7pm	Dinner 6 – 7pm	Dinner 6 – 7pm	Dinner 6 – 7pm	
			Girl Scout Meeting 7 – 8pm			
	Wind Down Time, 9:30pm	Wind down time, 9:30pm	Wind Down Time, 9:30pm	Wind Down Time, 9:30pm	Wind Down Time, 9:30pm	

Tips

- Do not take unscheduled phone calls
- Set specific times to read and respond to email
- Add a disclaimer to your email (I respond to emails received within 1 to 2 business days)
- Establish contingency plans
- Anticipate emergencies
- Be realistic about what is an emergency
- Delegate
- Completion creates momentum
- Parkinson's Law - work expands to fill the time allotted. Put simply, the amount of work required adjusts to the time available for its completion.
- Stop TRYING. Just do it.

Upcoming Courses - www.TheJoyfulAttorney.com

New You in '22

- 11/23 - Money Matters
- 11/30 - Goal Setting - Succeed From the Start
- 12/10 - Mastering Your Mind
- 12/17 - How to Beat Procrastination

- This will be uncomfortable
- You can do hard things
- Discomfort is the currency of our dreams
- Resistance equals persistence
- You don't need permission and you don't need doubt
- Acknowledge the truth about where you are. You can't get to where you are going if you don't know where you are. Don't be afraid to look

