

LAW CLERK

DELEGATION WORKSHEET



What is the highest and best use of your time as a lawyer and law firm owner?
(list in order of importance)

1. _____

2. _____

3. _____

4. _____

5. _____

What are (or should) you be doing to grow, improve, and create your ideal practice?

Task	Aspirational Hours Per Week	Actual Hours Per Week
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total		

How many hours per week do you want to work? How many do you work on average? What is the difference?

Hours I want to work.	Hours I work on average.	Difference
_____	_____	_____

What did you do for work this week - be granular?

Monday	Tuesday	Wednesday	Thursday	Friday
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.
4.	4.	4.	4.	4.
5.	5.	5.	5.	5.
6.	6.	6.	6.	6.
7.	7.	7.	7.	7.
8.	8.	8.	8.	8.
9.	9.	9.	9.	9.
10.	10.	10.	10.	10.
11.	11.	11.	11.	11.
12.	12.	12.	12.	12.
13.	13.	13.	13.	13.
14.	14.	14.	14.	14.
15.	15.	15.	15.	15.
Hours Worked _____	Hours Worked _____	Hours Worked _____	Hours Worked _____	Hours Worked _____

Go back and add an * by each item that is your highest and best use. Go back and circle everything that was on your list for building your ideal practice.

What is left?	What skills are needed for someone to help you?	Who and what to delegate.
1.		
2.		
3.		
4.		
5.		
6.		
7.		
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11.		
12.		
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15.		
16.		
17.		
18.		
19.		
20.		

Steps for delegating and managing it.

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

What is sitting on the back-burner? What have you been avoiding because it will take too much time? What do you just not want to do?

Task	What skills are needed to get it done?	Who and what to delegate.
1.		
2.		
3.		
4.		
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11.		
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14.		
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16.		
17.		
18.		
19.		
20.		