

NAME:

DATE:

Attorneys tend to be “rugged individualists.” We take on too much instead of focusing time maximizing the use of our unique abilities. Let’s examine some common excuses:

### *I can do it better than anyone else.*

This may be true, but ask yourself if the activity is the highest and best use of your time. On each Task Inventory, circle the activities that energize you. Chances are, these are the activities that maximize your firm’s revenue and growth.

### *It’s faster to do it myself than to train someone.*

If Suzy invests 45 minutes to train John to complete a task that would only take 10 minutes of time, she lost 35 minutes. Consider that the next 20 times John completes that same task on his own she saves 200 minutes! This frees Suzy to concentrate on those activities that will exponentially grow her firm.

### *I can’t afford to pay someone else to do it.*

Assume that Suzy doesn’t have a paralegal to delegate certain high-level tasks to. Assume also that, in Suzy’s geographical market, a paralegal’s salary is \$800/week. Suzy must realize the equivalent of less than one additional estate-planning client each month to pay that salary. If that paralegal frees Suzy’s time to focus on those activities to grow her practice can she not easily achieve that goal?

### *It really doesn’t take that much time*

While any one task may not take that much time, consider all of the tasks that you handle on these inventories. It’s not the one task that matters—it’s this attitude towards many tasks. Consider how much of your time is spent on activities that impede your progress toward a bigger future.