2010 Alaska Bar Convention

So Little Time, So Much Paper®: Organization and Time Management Techniques for Lawyers

(EXHIBITS)

Wednesday, April 28, 2010

8:30 a.m. – 12:00 p.m.
Anchorage, Alaska

CLE #2010-700 (C01) 3 ethics CLE credits

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Alaska Bar Association

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SO LITTLE TIME, SO MUCH PAPER®:
Organization and Time Management Techniques for Lawyers

by
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Presented for the
Alaska Bar Association
Anchorage, Alaska
Wednesday, April 28, 2010

PACKET 2 OF 2:
EXHIBITS

Exhibit #1 Example of a Project List

Exhibit #2 Example of an Off-Site Storage Index

Exhibit #3 Example of a Master Planning List (page 1)

Exhibit #4 Example of a Master Planning List (page 5)

Exhibit #5 Example of a Plan for the Week

Exhibit #6 Example of a Table of Contents for a Master Notebook

Exhibit #7-A Example of a Time Log (blank)

Exhibit #7-B Example of a Time Log (in progress)

Exhibit #7-C Example of a Time Log (completed)

Exhibit #8 Example of a Time Log (six-minute increment version)
(an electronic version of this log is available for download from www.TimeManagementForLawyers.com)

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EXHIBIT #1

Project List

MSD-2010-01 Smith v. Jones: Drafting initial complaint in federal district court re Freedom of Information Act request re Officer Jones' personnel files (Jan. 2010; per LEB; 33492-0001)

MSD-2010-02 Board of Education v. Allbright: research re existence of vehicle to summarily dispose of Board's appeal of entry of permanent injunction and of denial of its motion for summary judgment (Jan. 2010; per RFG & FLL; 22091-0032)

MSD-2010-03 In re State University: Motion for Summary Judgment and Memo in Support re payment of a civil fine into state university's funds for research purposes (Jan. 2010; per FLL; 45004-0010)

MSD-2010-04 Board of Education v. Allbright: Discovery and response to plaintiff's first set of interrogatories and request for production of documents (Feb. 2010; per RFG & FLL; 22091-0032)

MSD-2010-05 Smith v. Jones: Research re extent of discovery permissible in Freedom of Information Act cases at the district court level (Feb. 2010; per LEB; 33492-0001)

EXHIBIT #2

Off-Site Storage Index

MSD-2010-01 Vols. I - III .....Box #534-102

MSD-2010-02 .....Box #537-489

MSD-2010-03 .....Box #534-108

MSD-2010-04 Vol. I .....Box #536-466

MSD-2010-04 Vol. II.....Box #534-467

MSD-2010-05 .....Box #534-109

MSD-2010-06 .....Box #537-489

MSD-2010-07 .....Box #534-103

MSD-2010-08 .....Box #535-976

MSD-2010-09 Vols. I & II.....Box #532-039

MSD-2010-10 .....Box #537-489

MSD-2010-11 .....Box #532-102

MSD-2010-12 .....Box #538-112

MSD-2010-13 .....Box #541-114

MSD-2010-14 .....Box #534-102

MSD-2010-15 .....Box #547-489

MSD-2010-16 .....Box #550-314

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EXHIBIT #3

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EXHIBIT #4

Smith v. Jones

1. Go thru Bob's working file & see what info may be relevant
2. Return dox to Ann
3. Review seminar notes & dox
4. Review Dorian's handbook (2 vols.)
5. Call Allen Smith (202-555-8977) & set up appt.
6. Get copies from him of all dox filed
7. Get filled in on facts; any recent developments?
8. Check out courthouse & get the lay of the land
9. Confirm that no more papers need be filed right away
10. Call w/ Qs: Ann ext. 9108
11. Call w/ Qs: Michelle Miller (202-555-4201)
12. Call w/ Qs: Devon ext. 9429
13. Review local court rules

EXHIBIT #5

MSD Weekly Plan

In re State University (motion for summary judgment and memo of P&A in support)

- ❑ Prep cover ltr & cert. of service
- ❑ Notice of Appearance for FLL & MSD
- ❑ Review interrogs to (1) check refs. to DOR; (2) conform to §2.720(h)(2)(ii); and (3) cover note to transmit to Ed.

Smith v. Jones (research re extent of discovery permissible in Freedom of Information Act cases at the district court level)

- ❑ Go through MSD-2010-01 to see what info may be relevant
- ❑ Return dox to Ann
- ❑ Review seminar notes & dox
- ❑ Review Dorian's handbook (2 vols.)
- ❑ Call Allen Argenson (202-555-8977) & set up appt.
- ❑ Legal research re FOIA

Mockovick v. Morland (research re whether court in condemnation proceeding under FERC cert. of pub. convenience & necessity)

- ❑ Review decision in Mass. v. Morland to analyze applicability of recent doctrine

Administrative

- ❑ update bio & e-mail to Janet
- ❑ call HR – okay to switch insurance plans mid-month?

Marketing

- ❑ Outline article on ADA in higher ed.

Prof. Dev.

- ❑ Review materials from litigation seminar

EXHIBIT #6

MSD Master Notebook

CONTENTS

1. Long Term Goals
2. Lessons Learned
3. Weekly Planning Session Agenda
4. Master Planning List
5. Weekly Planning List
6. Project Files List
7. Project Files Off-Site Storage Index
8. Project Files – By Client
9. Reference Files Index
10. Advance Planning Calendars
11. Delegation Logs
12. “Save-ups” for Jim
13. “Save-ups” for Pat
14. _____
15. _____
16. _____
17. _____
18. _____

EXHIBIT #7-A

Example of a Time Log

Name:_____ Day/Date: _____

Start	End	Total	√	Client-Matter No.	Description of Task

EXHIBIT #7-B

Example of a Time Log (in progress)

Attorney: *MSD* **Day/Date:** *Wednesday, April 28, 2010*

Start	End	Total	√	Client-Matter No.	Description of Task
7:58	*8:04*				*checked e-mail*
8:04	*8:32*				*State Univ. – prep cover ltr*
8:32	*9:07*				*call fr WGD re new assignment*
9:07	*10:01*				*State Univ. – prep cert. of svc., notices of*
					appearance
10:01	*10:23*				*call fr. FLL re prep'ing list of points to cover in*
					settlement talks in State Univ.
10:23	*10:32*				*checked e-mail*
10:32	*10:45*				*resp. to LEB's e-mail re research status in Smith*
10:45	*11:24*				*reviewed Mass v. Morland for Mockovick research*
11:24	*12:07*				*Meeting w/ WGD and OWK re new assignment*
12:07	*12:15*				*checked e-mail*
12:41	*12:45*				*checked e-mail.*
12:45	*1:37*				*State Univ. reviewing interrogs.*
1:37	*1:47*				*call fr. FLL re more ideas for settlement talks*
1:47	*2:14*				*State Univ. reviewing interrogs.*
2:14	*3:19*				*Reviewed seminar notes for Smith*
3:19	*3:25*				*Called Argenson to set up interview in Smith*
3:25	*3:30*				*checked e-mail*
3:30	*3:45*				*Responded to FLL's e-mail re settlement ideas*

EXHIBIT #7-C

Example of a Time Log (completed)

Attorney: *MSD* **Day/Date:** *Wednesday, April 28, 2010*

Start	End	Total	√	Client-Matter No.	Description of Task
7:58	*8:04*				*checked e-mail*
8:04	*8:32*	*0.5*	√	*45004-0010*	*State Univ. – prep cover ltr*
8:32	*9:07*	*0.6*	√	*20049-0006*	*call fr WGD re new assignment*
9:07	*10:01*	*0.9*	√	*45004-0010*	*State Univ. – prep cert. of svc., notices of*
					appearance
10:01	*10:23*	*0.4*	√	*45004-0010*	*call fr. FLL re prep'ing list of points to cover in*
					settlement talks in State Univ.
10:23	*10:32*				*checked e-mail*
10:32	*10:45*	*0.2*	√	*33492-0001*	*resp. to LEB's e-mail re research status in Smith*
10:45	*11:24*	*0.7*	√	*13625-0007*	*reviewed Mass v. Morland for Mockovick research*
11:24	*12:07*	*0.7*	√	*20049-0006*	*Meeting w/ WGD and OWK re new assignment*
12:07	*12:15*				*checked e-mail*
12:41	*12:45*				*checked e-mail*
12:45	*1:37*	*0.9*	√	*45004-0010*	*State Univ. reviewing interrogs.*
1:37	*1:47*	*0.2*	√	*"*	*call fr. FLL re more ideas for settlement talks*
1:47	*2:14*	*0.5*	√	*"*	*State Univ. reviewing interrogs.*
2:14	*3:19*	*1.1*	√	*33492-0001*	*Reviewed seminar notes for Smith*
3:19	*3:25*	*0.1*	√	*"*	*Called Argenson to set up interview in Smith*
3:25	*3:30*				*checked e-mail*
3:30	*3:45*	*0.3*	√	*45004-0010*	*Responded to FLL's e-mail re settlement ideas*
4:02	*5:15*	*1.2*	√	*33492-0001*	*Legal research re FOIA - Smith*
5:15	*6:10*	*0.9*	√	*45004-0010*	*Outlined talking points for State Univ. settlement*
					talks
				45004-0010	*0.5+0.9+0.4+0.9+0.2+0.5+0.3+0.9 = 4.6 hours*
				20049-0006	*0.6+0.7 = 1.3 hours*
				33492-0001	*0.2+1.1+0.1+1.2= 2.6 hours*
				13625-0007	*0.7 hours*

Day/Date: **EXHIBIT #8**

8:00		**2:00**	
8:06		2:06	
8:12		2:12	
8:18		2:18	
8:24		2:24	
8:30		2:30	
8:36		2:36	
8:42		2:42	
8:48		2:48	
8:54		2:54	
9:00		**3:00**	
9:06		3:06	
9:12		3:12	
9:18		3:18	
9:24		3:24	
9:30		3:30	
9:36		3:36	
9:42		3:42	
9:48		3:48	
9:54		3:54	
10:00		**4:00**	
10:06		4:06	
10:12		4:12	
10:18		4:18	
10:24		4:24	
10:30		4:30	
10:36		4:36	
10:42		4:42	
10:48		4:48	
10:54		4:54	
11:00		**5:00**	
11:06		5:06	
11:12		5:12	
11:18		5:18	
11:24		5:24	
11:30		5:30	
11:36		5:36	
11:42		5:42	
11:48		2:48	
11:54		2:54	
12:00		**6:00**	
12:06		6:06	
12:12		6:12	
12:18		6:18	
12:24		6:24	
12:30		6:30	
12:36		6:36	
12:42		6:42	
12:48		6:48	
12:54		6:54	
1:00		**7:00**	
1:06		7:06	
1:12		7:12	
1:18		7:18	
1:24		7:24	
1:30		7:30	
1:36		7:36	
1:42		7:42	
1:48		7:48	
1:54		7:54	