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# Time Management Handbook For Lawyers: How-to Tactics That Really Work

## Time Management Handbook for Lawyers



How-to Tactics That Really Work

Gary Richards



## Synopsis

• puts time-saving tips in a lawyer's hands for just about every aspect of a lawyer's work life. Topics include Personal Organization, Managing Interruptions, Delegating, Client Communications and Billing, Matter Management, Producing Documents, and Meeting with clients and matter teams. You will learn when and how to professionally exercise your right to be unavailable, and how to professionally decline when you must without offending. Practical steps a lawyer can put to immediate use make up the 74 time-saving ideas in 14 chapters. Each time-saving idea is explained clearly including why it works and how to implement it. The book's 194 pages are chock-full of clear descriptions and examples to make it an easy reference, sprinkled with 17 supporting figures. There are 47 pages of check lists, sample documents, and practical scripts for immediate use. Each tactic description explains clearly how it saves time, reduces stress, improves client relations, or helps you find time to repurpose to whatever you like. Most readers will be able to find ways to reduce the number of hours required to meet their income goals. In short, this book can help you regain that feeling of being on top of things!

## Book Information

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## Customer Reviews

This book does exactly what Mr. Richards says it will do: teach you how-to tactics that work. I have been practicing law for more than 10 years and every chapter provided me with tips for improving time-management in all areas of my practice. The book is a very quick and informative read (I read it in less than 24 hours) and provides blueprints for creating your own time-management best practices.

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