



BKG LEADERSHIP COACHING

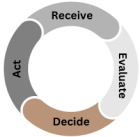
TRUST | TRANSPARENCY | EMPATHY | PASSION

*Empowering Attorneys,
Transforming Legal Practice*

PRACTICE MASTERY FOR LAW FIRM PARTNERS

STEP 2: GAINING CALENDAR CONTROL

REDA for Daily Planning



Receive relevant information. Start your day by reviewing your upcoming tasks and requirements. Spending 5 minutes to do this before diving into your work or your email will set you up for success.



Evaluate that information and draw conclusions. What information is useful or new? What requirements have developed, changed, or been overcome by events? Before deciding to act, figure out what endstate is required, not just what action occurs to you first.



Decide to take action. Remember, taking action can take different forms:

- **Deflect** - Can you say “no”?
- **Delegate** - Can someone else do this?
- **Defer** - Can you delay doing this or arrange to do it later?
- **Do** - If you can’t answer ‘yes’ to the above questions, make a plan to get it done. That might require re-evaluating your priorities based on this new information.



Act with commitment. Use your accountability system. Whether that is time boxing, Pomodoro technique, or any other, use it the way it is intended (or the way you have adapted it *based on your experience*).

