



Legal Sector Breakfast Briefing

Tuesday 8 September 2015

How to get more out of your day, your business and your people

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Accountants, Business & Financial Advisers

A track record of providing solutions to the legal profession





Legal Sector Breakfast Briefing

Welcome

Douglas Russell
Partner
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- | | |
|---------|---|
| 8.30am | - Arrival and breakfast |
| 9.00am | - Welcome |
| 9.05am | - Briefing - How to get more out of your day, your business and your people |
| 10.00am | - Q & A |
| 10.30am | - Close |

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How to get more out of your day, your business and your people

Stephen Vallance

Sector Development Lawyer



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Where are we today?





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Why?





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Why else?





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What are you managing?

Yourself



Your People



Your Technology





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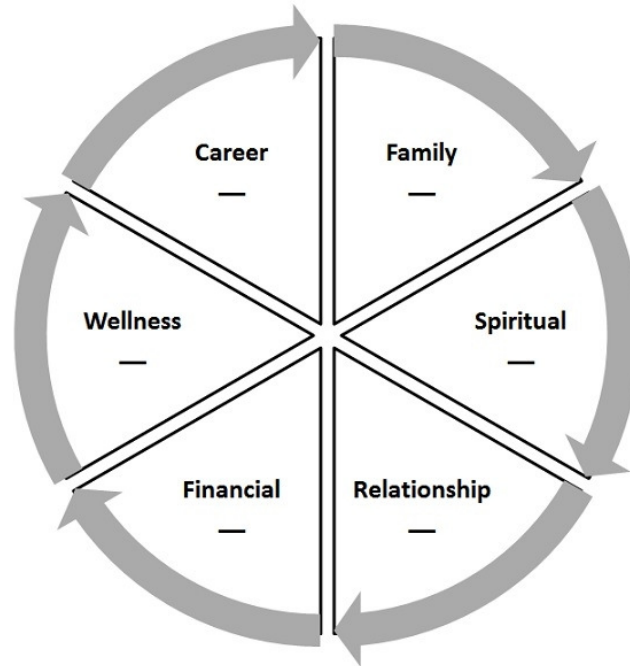




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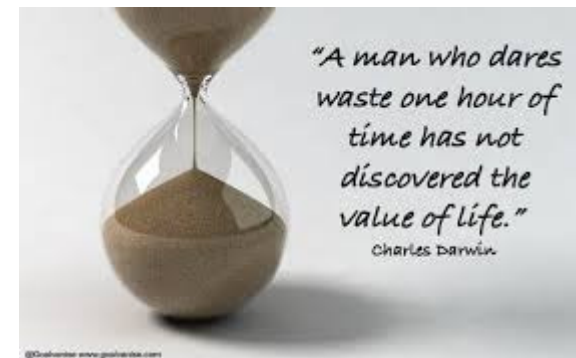
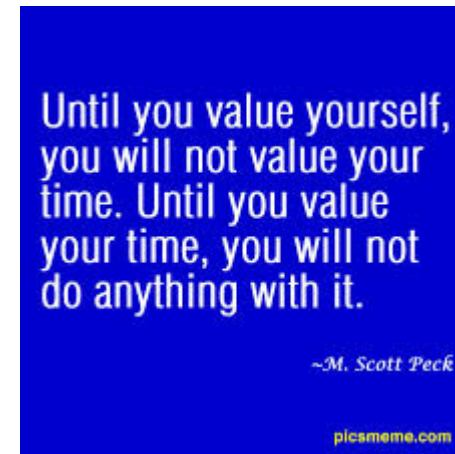
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Circle of Life





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Perseverance
Persevere when things don't go right. Develop strategies for dealing with pressure such as taking regular exercise. Take a positive attitude towards failure: you learn most from mistakes.

Take regular breaks
Get up and move around at least once an hour if at the computer to refresh your mind.

Avoid distractions & interruptions to your work
Keep your desk tidy. Check email at set points in the day, rather than when it comes in. Turn off Facebook and Twitter!

Share tasks or problems with others
But say no to others when short of time.

Time Management
Bruce Woodcock, University of Kent
bw@kent.ac.uk

Action Planning
Set clearly defined goals. Break tasks down into steps & do one task at a time. Goals must be realistic & achievable

Avoid procrastination
The best time to do something is usually now: taking action generates the impetus for further action. Organise your work to meet deadlines. Reward yourself for achieving goals.

Create Habits
Try to do tasks at the same time & in the same location each day.

Keep a to-do list
Update this every day. Write down deadlines. Emphasise key points.

Use a time log
Write down everything you do in a week to identify areas of your life where you waste time & the times when you're most productive: schedule demanding tasks for these times.

Prioritise
Do urgent & important tasks first not the easy things. Have a reminder system. Efficiency and effectiveness are **not** the same: effective people focus on the important tasks.

Review your progress
Revise plans as appropriate. Map put several routes to your goal. Have a contingency plan.



Top 7 mistakes people make with time management

SHARE

1. **Working from your to do list!** This might surprise you, but it's actually a big time management mistake many people make. Instead of working from your complete to-do list, it's crucial to set a top priority list with a maximum of six to eight items on the list. Set this priority list at the end of each day for the next day. You should work from this priority list, working on item one first until finished then move to item number two. Keep your to do list separate and complete items on this list when you have finished items on your priority list. Also, use your to do list as a way to remember what you MIGHT want to put on your priority list.
2. **Checking emails constantly throughout the day.** The biggest problem with this is that it interrupts what you are working on. Every time you are interrupted, you lose momentum and focus. Instead, check your emails in 20-30 minute blocks one to three times per day.
3. **Becoming distracted by elements on your computer,** for example email notifications that pop up when you get new emails.
4. **Multi-tasking** - doing too many things at one time and half completing all of them. This is much less effective than doing one thing at a time and completing each item before moving to the next. Every time you change to another task you lose momentum and focus. Instead, focus in solid blocks of time from 50 minutes to two hours. Multi-tasking is okay for easy activities such as driving and listening to an educational audio program at the same time, but for anything that requires complex thought, you need to focus on one task at a time. The biggest problem is leaving many tasks incomplete. Multi-tasking is actually okay when you complete each item that you are working on then move to the next, but then that wouldn't really be "multi-tasking" if you complete each task!
5. **Working in an environment where you are prone to being interrupted** by other people, phone calls etc. If other people come in and interrupt you constantly, this will be a big time waster. Your train of thought, momentum and flow are interrupted and you won't be able to focus on your priorities.
6. **Starting your day by checking your emails.** This can be a huge distraction. Instead, start your day with the top priority on your daily priority list.
7. **Keeping emails in your inbox.** If you keep emails in your inbox, you will likely read the same email five times before you action it. Your inbox is not meant to be your to do list. Instead, try to handle all emails when you read them. Either delete it, archive it, delegate it, action it quickly or if you can't finish the task at the time of reading the email, archive your email and put the action on your to do list. Keeping your inbox clear will also help you to keep your mind clearer and more focused.



<p>Important <i>Urgent</i></p> <p>Examples:</p> <ul style="list-style-type: none">• Unscheduled rework• Last-minute changes• Dealing with late inputs from stakeholders, team	<p>Important <i>Not Urgent</i></p> <p>Examples:</p> <ul style="list-style-type: none">• Thoughtful, creative work• High-quality outputs• Productive collaborations• Training & development• Recreation & family time
<p>Not Important <i>Urgent</i></p> <p>Examples:</p> <ul style="list-style-type: none">• Low-value, but required, reports & presentations• Non-project emergencies• Miscellaneous interruptions• Administrative trivia	<p>Not Important <i>Not Urgent</i></p> <p>Examples:</p> <ul style="list-style-type: none">• Over-analysis (analysis-paralysis)• Pointless web-surfing• Gossip, Idle speculation• Self-indulgent perfection



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**Delegation and motivation:
people want-**

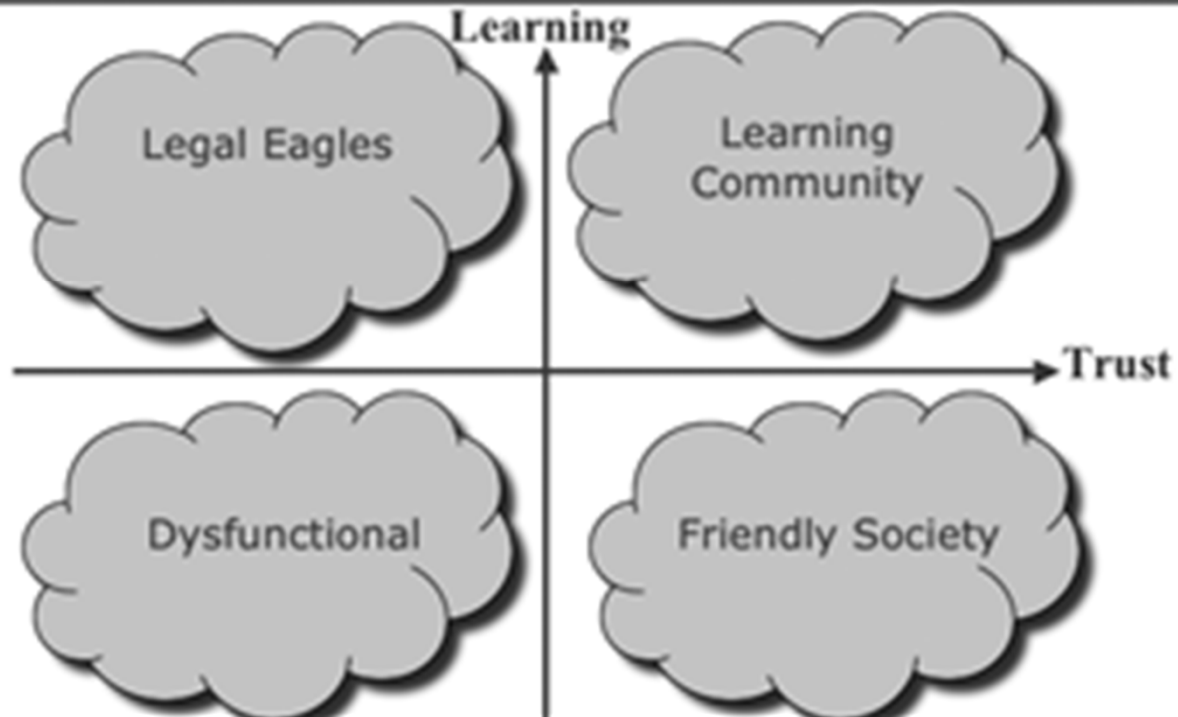
- **To work efficiently**
- **Think for themselves**
- **See an end result**
- **Do interesting work**
- **Be kept informed**
- **Be listened to**
- **Be respected**
- **Be recognised**
- **Be challenged**
- **Opportunities to increase skill levels**



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Development of our Matrix





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Successful teams – trust and learning

Culture

- **Inclusive, fair, interdependence, team first, win-win**

Task

- **Task focussed: our way; high engagement to get things done, good communications**

Relationships

- **Open, value each other, mutually supportive, honest, shared responsibility, respect**

Work styles

- **Flexible, adaptive, learn from mistakes, consensus, responsive, resilient**



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The training, the time and the retention conundrums





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Begin with the end in Mind



- Outsourcing





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- Hidden Assets





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Conclusion

David Rowe
Relationship Manager
Clydesdale Bank

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we're with you...