



WovenLegal

Time Management

Attorney Delegation Worksheet



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[illegible]



Sample Tasks & Responsibilities List

Assist w/committee leadership responsibilities	Collections	Human Resources	Press releases
Attend conferences	Create/update Policies & Procedures Manual	Invoice appeal management	Pro-bono work
Attending hearings and depositions	Deadline tracking	Invoicing	Recruiting
Calendar/Schedule management	Drafting legal documents	Legal research	Send cards, birthday & Christmas gifts
Case strategy	Email management	Mail screening	Set employee and firm goals
Casting vision	Event planning	Maintain focused attention on upcoming needs	Social media posting
Charge card disputes/billing disputes	Expense Tracking	Maintain networking calendar	Spearhead staff's personal development
CLE requirement tracking	Firm Dashboard Creation	Newsletter creation	Streamline processes
Client conversations	Firm goal tracking	Online file management	Vendor management
Client follow-up	Gatekeeper	Personal Tasks	Workflow routing, accountability checklist
Client intake	Client gift buying	Plan/book firm travel	Writing blog content
Client updates	Holiday cards	Presentation creation, branding, updating	