

Monday Map / Friday Wrap

**THE WEEKLY PROCESS THAT WILL
SPEED UP YOUR SUCCESS BY GIVING
YOU BACK ONE DAY A WEEK.**

**velocity
work.**

Understanding the relationship between your brain and productivity

Your job is to honor the plan that you made. What most people fail to understand is that productivity and focus are about getting your brain on board with a map that's broken into small steps. Having that means that the majority of decisions have been made about how you're going to spend your time.

Our brains operate to seek pleasure, avoid discomfort, and conserve energy. That's fine if you don't aspire to create remarkable results for yourself.

But you do aspire to create remarkable results for yourself.

You wouldn't be reading this if you didn't.

You must train your brain to do the opposite of default: delay gratification, seek discomfort, and put the effort in.

Successful law firm owners are always reaching for the next rung on the ladder. They know it's not actually about reaching the next rung, though. It's about stretching for the next rung.

SAID ANOTHER WAY...

It's important to have a goal and understand it's not about achievement of the goal; it's about who you have to become in the pursuit of your goals. This is your chance to shift into being the kind of owner you need to be in order to have what you want to have. By focusing on being the person you need to be, you'll achieve your goals faster.

When you're going after a goal, there's three things that will put you on a path of traction:



GOAL CLARITY



MAKING A WELL-THOUGHT-OUT PLAN



HONORING THE PLAN (NO MATTER WHAT)

At Velocity Work, we help law firm owners with these three key areas.

One of our clients' favorite tools that they learn is a weekly process we implement called Monday Map/Friday Wrap. This process will change your life by putting you in control of your time and your results. You will get more done in less time.

It takes about 1 hour a week and saves our clients, on average, a full day each week. Who doesn't want to get **8 hours back** a week?

Do you want **32 hours back** a month?!

THE FOLLOWING PAGES WILL GUIDE YOU THROUGH THE MONDAY MAP/FRIDAY WRAP PROCESS. DON'T SKIP A STEP. THAT'S THE THING ABOUT PROCESSES: THEY ONLY WORK IF YOU ACTUALLY... FOLLOW THE PROCESS.

Monday Map

COMPLETE THE FOLLOWING STEPS BEFORE YOU BEGIN WORK ON MONDAY.

This will typically take about an hour, but may very well take longer the first time you do it. Be patient. Do the work. This process will change your life - if you do it.

1

DO A DETAILED BRAIN DOWNLOAD

Empty your brain by writing down everything that needs to be done. EVERYTHING.

Documents that need drafting, calls that need to be made, dentist appointments, soccer practice, meetings you need to have -- literally everything. Leave no stone unturned.

Once you think you're done, ask yourself, "What else?" And write that stuff down too.

2

BREAK EACH THING LISTED DOWN INTO SMALLER TASKS

A project consists of 2 or more tasks. We often write down projects during our brain download, not tasks.

Look at each thing you wrote down and ask yourself "What are the necessary steps to getting this thing completed?" Your answer will reveal the smaller tasks required to finish the "project" you have listed.

- Original item listed on brain download: Get documents signed
- Steps necessary to getting documents signed:
 - Call client to schedule a time
 - Secure a witness
 - Secure notary
 - Signing appointment

3

RUTHLESSLY WEED OUT YOUR LIST

What can you get off of your list?
We often tell ourselves that we have to do all these things. The truth is that we choose to do these things. What can you get off of your list by choosing to simply delete it? What can you get off of your list by delegating it? Get ruthless with this process.

4

WRITE AN AMOUNT OF TIME NEXT TO EACH AND EVERY ITEM

Next to each task, write the time you estimate it will take. The key here is to be brutally honest. Don't cut corners. If you think something is going to take 40 minutes, don't put 30 mins.

If you're not sure how long something will take, make an educated guess and pad it a bit. Not sure, but you think it will take 45 mins? Give yourself 60 mins.

As you complete this process week over week you will learn more and more about yourself and your work. Your estimations will be more and more on point.

5

SCHEDULE EVERY TASK IN YOUR CALENDAR

Now it's time to turn to your calendar. Block time on your calendar for things in this order:

- **Personal/leisure time**
- **The basics (Meals, recurring meetings, regular occurrences, etc.)**
- **Daily focus time.**
 - This time is for you to work ON the business. To be a CEO. A time for high-level thinking about your firm.
 - Make this a daily block of time. If this feels tough to incorporate, start small with just 20 minutes a day.
- **Buffer time**
 - Put some buffer time on your calendar so that when your day doesn't go exactly as planned, you're aren't screwed. You've built in time to recover and make each day a win.
 - Most clients find that 1-2 hours a day of buffer is appropriate and necessary.
- **Everything else from your brain download**
 - This will likely be a lot of stuff.
 - Treat it like a puzzle. Configure the puzzle of how you'll spend your time and what will be accomplished in the week.
 - If it doesn't all fit, decide what you're going to do and schedule accordingly. Your goal is to make a realistic schedule so that your calendar reflects reality, not magical thinking. More about this below.

Friday Wrap

COMPLETE THE FOLLOWING STEPS AT THE END OF YOUR WORK WEEK (ON FRIDAY).

It doesn't have to be literally the last thing you do, but it shouldn't be much earlier than Friday afternoon. Some people set a recurring event on their calendar during a time when they're usually free.

This will typically take about 5-15 minutes, depending on how thoughtful you are. Give yourself space to think, even if that means having time to spare.

The point of the Friday Wrap is to reflect on your week. What went well, and what didn't? This reflection allows you to carry forward lessons you've learned from one week to the next. The result is growth, refinement of your daily behaviors and choices, and eventually, confidence.

1

LIST YOUR ACCOMPLISHMENTS

Even on a bad week, there is almost always something to celebrate. What wins did you have this week, even if they were small? You deserve to celebrate your accomplishments, even if that celebration is simply an acknowledgement that you did well. List your top 3 accomplishments from the week.

2

LESSONS LEARNED

Next, write down the most important or salient lesson you learned about yourself this week. While you may have learned many things about processes, particular software, or even your team, your top lesson learned should be something about how you operate. What did you learn about yourself this week? What is something you can carry forward to next week?

3

LIST IMPORTANT THINGS FOR NEXT WEEK

What are your top focuses for next week? Writing them down gets them out of your head and onto paper, so that you can go into the weekend with an unfettered mind.

WHEN SHOULD I SIT DOWN TO DO MONDAY MAP AND FRIDAY WRAP?

As the names imply, the Monday Map is typically done on Mondays, and the Friday Wrap is typically done on Fridays. However, as with everything, you should find whatever works best for you. If you're an early riser, perhaps Monday morning first thing is the best time for you to do your Monday Map. If you're a night owl, Sunday night might be the best time for you. If you like to already have a plan going into the weekend, you might even want to do next week's Monday Map on Thursday or Friday of the previous week.

A tip: schedule a recurring event in your calendar to do both your Friday Wrap and your Monday Map. Always allow yourself ample space. If rushed, these personal processes will not be as effective.

BY TUESDAY, MY MAP IS ALL OUT OF WHACK. WHAT DO I DO NOW?

Sometimes even after you've been practicing Monday Map for a while, you will have weeks where your plan falls apart. You will inevitably have days that don't go as planned and throw a wrench in the rest of the week. Give yourself some grace and simply reset.

When things get off track, take 10-20 minutes to reevaluate the map. The point of having a detailed schedule like this is to reduce the number of in-the-moment decisions you're making. You want to make decisions about your week from a place of perspective and clarity. Return to that place, rework the map, and then dive back into your #1 job: honoring your plan.

WHAT DO I DO IF IT DOESN'T ALL FIT?

99% of the time clients start practicing Monday Map, they have a minor freak-out. Not everything from their brain download actually fits into their calendar.

The funny thing is, prior to this exercise they would have just plowed through their week hoping they get everything done. And then they'd get to Friday... and it wouldn't all be done.

Truth is, it was never going to all get done.

By doing your Monday Map and seeing that everything won't fit, you are forced to be honest with yourself at the BEGINNING of the week. Don't charge through the week and then feel the Friday afternoon stress about what's left to do.

With this process, you make decisions ahead of time about how to handle everything that's important.

Once you prioritize and make a schedule that's actually possible to follow, you're sitting in the truth of the situation. When dealing with the truth, you get to be in control. When you lie to yourself about what's possible, you're out of control.

Here's a few questions you can ask yourself to help you make decisions about what's remaining:

- "What else can I delegate in order to get more done this week?"
- "Can I delegate at least part of some of these tasks?"
- "Where can I reset expectations with others in order to give me the space I need to get things done?"
- "What can wait until next week?" (actually schedule these things on next week's calendar)
- "What is NOT getting done, and honestly, doesn't need to, and can be deleted?"

WHAT AM I SUPPOSED TO DO IF A CLIENT EMERGENCY COMES UP?

Let's unpack this barrier a little. What counts as an actual emergency? What things are so urgent that they justify derailing your plan and taking all your attention away from the things you have already decided are important to get done this week?

Before you worry about hypothetical emergencies, spend some time thinking through how you define an emergency.

- Ask yourself: "Is this actually urgent, or will the client be satisfied/still get their problem solved if you schedule a time to talk with them soon?"
 - Remember, great customer service is not synonymous with answering everything immediately.
 - For more on this topic, check out episode #46 of the Velocity Work podcast: "Stop Immediately Answering Things."
- The buffer time you scheduled is for this kind of scenario
 - After setting boundaries around what counts as an emergency, issues will still inevitably come up that do require your immediate attention. This is why you build buffer time into your days.
 - The more committed you are to honoring your plan, the better you'll get at estimating how long tasks and projects will take you, and you'll be able to schedule less buffer time.
 - If an emergency does end up impacting your Map, see the question above for how to reconcile your Monday Map mid-week.

Friday Wrap

DATE: /

1. Top accomplishment:
2. Top lesson learned:
3. Top priorities for next week:

Monday Map

DATE: /

PROFESSIONAL

PERSONAL