

# Monday Map

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# Friday Wrap



**velocity  
work.**

**The Playbook**

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# Welcome to the Monday Map process.

This is all about you as the human. Your personal and professional life, not just about work stuff. Because let's face it, if you don't consider both areas when planning your time, you will be dragged around by life. So, get ready to take charge and create a week that truly serves you.

It's a step-by-step process, so don't skip a beat. Trust the process and let's dive in.

# Monday Map: Initial Prep

There are four preparatory activities to cover to tee yourself up well for Monday Map: Creating your ideal week, calendaring recurring activities, scheduling buffer time, and defining what an actual emergency is.

You won't need to do these every week, just to get started. As time goes by and you gain a better understanding of yourself and your schedule, you can revisit and adjust these items as needed.

PREP STEP #

# 01

## CREATE YOUR IDEAL WEEK



To serve as a cross-reference for scheduling per your parameters, you can set up a digital calendar called "Template" in your current platform. Alternatively, some clients have set up an ideal week template in Excel. Find what works for you, but make sure you have an ideal week template.

Create your ideal ordinary week by mapping out blocks of time for different categories of work. This exercise will help you align your needs with your business goals and optimize your productivity.

Take some time to think about where you would allocate blocks of time for different categories of work. These blocks will serve as designation for certain types of tasks, which will help you experience more predictability and flow with your schedule.

Sketch out your ideal ordinary week, including time blocks for the following categories of work:

○ **Deep Work (not client related):**

For tasks that require intense focus and concentration, such as research, writing, and analytical work.

○ **Shallow Work:**

For important but less mentally demanding tasks, such as responding to emails, attending meetings, and administrative work.

○ **Client Work:**

For tasks related to providing quality services and support to clients. This could include tasks such as responding to client inquiries, working on a client file, providing updates on ongoing projects, and delivering completed work to clients.

○ **Team Time:**

For tasks relating to elevating and training your team.

○ **Personal Time:**

For tasks related to your personal life, such as appointments, errands, and hobbies.

The ideal week schedule you have created should be used as a template for scheduling events on your calendar. Share it with anyone who has access to schedule events on your calendar.

Once you have mapped out your ideal week, you will make many micro-decisions every day to line up closer to your ideal. Keep in mind that it is a flexible plan that will require adjustments and tweaks as you progress.

PREP STEP #

# 02

## CALENDAR RECURRING ACTIVITIES

Ensure that all your regular activities such as appointments, drive time, calls, meetings, Monday Mapping, meals, and more are scheduled in your calendar, even if they may be adjusted week to week. This will save you the hassle of adding them every week.

Although some recurring activities may already be on your calendar, take a moment to review and add anything that you expect yourself to spend any amount of time doing regularly. Don't leave anything out.

PREP STEP #

# 03

## SCHEDULE BUFFER TIME

One recurring event that should always be on your calendar is buffer time.

Buffer time is essentially extra time that you schedule in your day or week to allow for unforeseen events, delays, or interruptions. It gives you a bit of breathing room in case things don't go according to plan, which will consistently happen (unless you are truly protected by your team and/or your systems).

By building in buffer time, you give yourself flexibility to adjust your schedule and prevent a feeling of being overwhelmed when things get off track. It can help prevent the feeling of constantly putting out fires and give you more control over your time.

As a beginner, scheduling at least one hour of buffer time each day can be a good start.

PREP STEP #

# 04

## DEFINE EMERGENCY

It's important to take the time to really think about what constitutes an emergency in your firm. Too often, people succumb to perceived urgency when it really doesn't need to be addressed right at that moment.

By clearly defining what truly constitutes an emergency, you can avoid being thrown off track by every little issue that arises. This allows you to stay focused on your planned schedule and priorities, while still being able to address the truly urgent matters as they arise.

Write down the few scenarios that are considered an emergency. Be sure to fill in your team so that they understand what's worth interrupting you and what's not.

From here forward, seemingly urgent things that pop up do not get to pull you from what you're scheduled to do unless it fits your definition of a true emergency. Instead, you're going to intentionally calendar time to deal with it, and rearrange if absolutely necessary.

# Monday Map: Planning

This is your weekly planning process. Before starting, remove all distractions and focus solely on the task at hand. With practice, you'll find your rhythm, and the process should take 30-60 minutes. The initial planning session may take longer, but aim for efficiency and decisive action. Remember, progress is the goal, not perfection.

# 01

## IDENTIFY A FORCE MULTIPLIER

A force multiplier can refer to anything that amplifies the effects of an action or effort, making it more efficient and effective.

What's one force multiplier, one thing you can do next week that will give you leverage, or is even leverage itself?

It should be a task, not a project that overwhelms you. What is one step of that project that you can do? Don't make it too big, because then you're going to be deflated because it's going to get squeezed out by the daily grind. It's the priority that will keep on giving if you do it, but often gets crushed out by the day-to-day work of being a lawyer.

These are some categories of efforts that your force multiplier task could be tied to:

- **Delegation:**  
by delegating tasks to others, you can free up your time and focus on higher-level tasks that will have a greater impact on your business.
- **Systematizing:**  
creating systems and processes for repetitive tasks can save you time and increase efficiency in the long run.
- **Outsourcing:**  
outsourcing certain tasks, such as bookkeeping or marketing, can allow you to focus on your core strengths and responsibilities.
- **Technology:**  
using technology, such as practice management software or automation tools, can help you streamline your workflow and increase productivity.
- **Networking:**  
building relationships with other professionals in your industry can provide valuable opportunities for growth and collaboration.

What's your force multiplier task for next week?

# 02

## WEEKLY CALENDAR SCAN

### Subtraction

As you look ahead to next week on your calendar, take a moment to audit each day and identify anything that shouldn't be on there. Hunt for tasks that can be delegated or automated, and take action to get them off your calendar.

If there are items that can't be removed, think about how you can shift them or identify ways to get them done more efficiently.

Remember: Delegate, delete, or automate any tasks that shouldn't be taking up your valuable time.

### Addition

Now, scan for things that are missing but need to be added. Think about things, such as an appointment that requires drive time.

What other tasks or events should be added to your calendar to ensure everything that is there is scheduled effectively?

Identify these items and add them to your calendar so that you can approach the upcoming week with a well-organized schedule.

### Calendar Grenades

Identify any items on your calendar that have the potential to wreak havoc on your schedule. These are the calendar grenades - the appointments, events, or tasks that are likely to cause disruption or chaos if left unchecked.

You may have already spotted some of these in the prompts above, but it's worth asking again as a specific, separate prompt to ensure that nothing slips through the cracks.

Take the time to carefully review your calendar and make adjustments as needed to ensure that you're not setting yourself up for unnecessary stress or overload in the week ahead.

### Consolidation

The last thing before you do your brain download: take a look at your upcoming week and see if there's anything you can move around to make it more efficient. Can you batch similar tasks together to streamline your day?

This is the time to make adjustments and ensure that your schedule flows smoothly before adding anything new. If you can't make any changes, that's okay too. Just take the time to review and make sure everything is in its best place.



# 03

## BRAIN DOWNLOAD

The next step in the Monday Map process is to get all the to-dos, tasks, and priorities out of your head and onto paper. This process, known as a brain download, involves writing down everything that needs to be done.

I recommend using "task buckets" to categorize your tasks.

### Identify Task Buckets

Task buckets are simply categories that group related tasks together. By sorting your tasks into these categories, you create a sense of order and structure, allowing you to prioritize and tackle them more efficiently. This process not only helps you stay organized, but also supports a proper brain download by reducing mental clutter and overwhelm.

I suggest starting with the following task buckets listed below. However, feel free to customize them to better fit your needs as you practice Monday Map over time:

**○ Deep Work (not client related):**

Tasks that require intense focus and concentration, such as research, writing, and analytical work.

**○ Shallow Work:**

Important but less mentally demanding tasks, such as responding to emails, attending meetings, and administrative work.

**○ Client Services:**

Tasks related to providing quality services and support to clients. This could include tasks such as responding to client inquiries, working on a client file, providing updates on ongoing projects, and delivering completed work to clients.

**○ To Delegate:**

Tasks that can be assigned to someone else to free up your time and energy.

**○ Personal:**

Tasks related to your personal life, such as appointments, errands, and hobbies.

**○ On Deck:**

Projects or tasks that are important and can be scheduled for a later time.



What are the things that you wrote down that should be recurring on your calendar? Add it as a recurring event right now.

## Set Up Your Paper

To get started with the Monday Map process, simply grab a sheet of paper or digital platform of your choice, and divide it into sections representing the different task buckets.

You will find a template for this page setup on the next page of this Playbook.

## Get it all out of your head

Now, empty your brain by writing down everything that needs to be done. EVERYTHING. And be specific.

Client work that needs to be done, calls that need to be made, personal appointments needed (doctor, dentist, haircut, therapy, massage, car and home repair, etc.), soccer practice, meetings you need to have, research that needs to be done, etc.

Include every task, no matter how small or seemingly insignificant. Leave no stone unturned..

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

# Brain Download

Deep Work

Shallow Work

Client Services

To Delegate

Personal

On Deck

# 04

## BREAK EACH ITEM DOWN INTO SMALLER TASKS

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

Tasks are the individual steps that need to be taken to complete an objective.

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.

### **Example 1: Get documents signed**

Steps (tasks):

- Call client to schedule a time
- Secure a witness
- Secure notary
- Complete Signing appointment

### **Example 2: Start using Velocity Work's Basic Tracking Template (for Mastery Group members)**

Steps (tasks):

- Make a copy of the template to Google Drive
- Review the fields included in the template and make any necessary changes to fit the firm's specific needs. (add or remove fields, or change the names of existing fields)
- Identify necessary software reports for data entry
- Run reports (record this task)
- Enter data for each month (record this task)
- Delegate the monthly data entry  
Provide recordings of the task with due dates to the delegatee to document the steps for you to approve.
- Schedule time each month to review data.

# 05

## RUTHLESSLY WEED OUT YOUR LIST

You have tasks, in buckets, broken down into small steps. Now, ask yourself: "What can I delegate or delete?"

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?

If I was sitting next to you during this evaluation, what would I be bringing up? What items on your plate would I be raising an eyebrow to?

Be ruthless with this process, getting as much off your plate as possible

# 06

## WRITE AN AMOUNT OF TIME NEXT TO EACH TASK.

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.

Tip: Rarely ever assign a task to be less than 5 minutes.

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.



Keep a spreadsheet of the items you know you should get off your plate, but can't yet for some reason. As you do the task, record yourself doing it and drop the link in the spreadsheet next to that task. Record yourself three different times to catch most or all variances in the task. This will tee you up for delegating as soon as you can.

# 07

## TIME RECONCILIATION

### Add up estimated time from your download

- Add up the total time you've estimated for work events/tasks.
- Add up the total time you've estimated for personal life events/tasks.

### Count hours of available space on calendar

- Count calendar hours available for work events/tasks.
- Count calendar hours available for personal events/tasks.

### Do the math

- Determine if it all fits for work.
- Determine if it all fits for personal.

### Make decisions

When everything you're "supposed" to do won't fit into your available time, you need to make some tough decisions. Consider these three options in order of priority:

- Be ruthless about delegating or deleting tasks
- Reset expectations with others to buy more time, such as requesting a deadline extension
- Intentionally extend your work hours (but only as a last resort)

# 08

## CALENDAR WHAT YOU'RE SUPPOSED TO SPEND ANY AMOUNT OF TIME ON



Batch small tasks together. If you have a handful of tasks totaling 30 minutes, put a 30 minute block on the calendar called "Misc. Tasks" and drop the list of tasks inside the calendar event so that you know exactly what to knock out when it's time.

Now it's time to calendar your priorities for the upcoming week.

Schedule time on your calendar for things in this order (and don't forget to add in necessary time around each event (drive time, prep time, etc.) :

### **Personal/leisure time**

- Hobbies, family time, social time, etc.
- Blocks of time where you don't have a plan to honor.

### **Owner focus time**

- This time is for you to work on the health and betterment of your business. High-level thinking for your firm.

### **Everything else from your brain download**

- Be specific about the task you need to accomplish in each calendar event you create. Don't use generalities or vagueness, and ensure that you schedule the event for the amount of time estimated in step 4.
- Approach your calendar 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, make decisions on what tasks to prioritize and adjust your schedule accordingly. The aim is to create a schedule that is realistic and reflects the actual time you have available, rather than wishful thinking.

# Monday Map: Honoring Your Calendar

You've created a great plan, now it's time to honor it. While it may not be easy, it's simple. Don't let your brain create complexity and indulge in confusion. When you encounter a barrier, take a few minutes to learn from it later, perhaps during your Friday Wrap.



## Here are some tips to set yourself up for success (review them often).

- Take your schedule seriously. Treat it with the same level of importance as any other critical business task.
- Review your goals and priorities regularly to ensure your schedule aligns with them.
- Have a reminder each morning of where you're headed in the coming months and years.
- Eliminate distractions by turning off notifications and closing unnecessary devices, programs, and tabs.
- Begin tasks promptly at the scheduled start time.
- Use timers to help you focus on the task at hand and avoid constantly checking the clock.
- Review your schedule for the next day before the end of the current day to orient yourself for a strong start in the morning.
- If something unexpected comes up: pause, evaluate it against your priorities, and adjust your schedule accordingly.
- Stay accountable. Find an accountability partner or coach to help you stay on track and provide feedback on your progress. (I might know someone...)
- Review your progress regularly to ensure that you are making progress towards your goals. (Friday Wrap will take care of this)

Remember to evaluate your schedule periodically to see what's working and what's not. As you evolve, your priorities will need to as well. Honoring your calendar can be a tool for developing self-discipline and a deeper understanding of yourself, which will ultimately open you up to more freedom of time and money.

# Friday Wrap

The Friday Wrap is a critical component of your growth and development as a law firm owner. It's an opportunity to evaluate your progress, hold yourself accountable, and learn from your experiences.

To make the most of this reflection, focus on yourself and how you operate, rather than on legal work wins. Evaluate the things you had control over and take note of areas where you can improve your planning, self-discipline, and time management skills. This reflection allows you to carry forward lessons you've learned from one week to the next, enabling you to evolve and refine your daily behaviors and choices. The process typically takes 5-15 minutes, but the benefits are immeasurable.

# Here are the steps to follow:

## 01

### LIST YOUR TOP 1-3 ACCOMPLISHMENTS FROM THIS WEEK

What wins did you have this week, even if they were small? Taking stock of accomplishments week over week is important.

It allows you to see progress and motivates you to stay on track.

It gives you a sense of accomplishment and helps you build confidence in your ability to achieve your goals.

It provides valuable feedback on what is working and what is not, so that you can adjust your approach and optimize your productivity.

## 02

### IDENTIFY AN AREA OF OPPORTUNITY

Reflecting on the past week, think about a recurring habit or pattern that did not serve you well. This could be something that you find yourself doing repeatedly.

Identify one thing that you wish you had done differently, and how can you make a change going forward?

Remember that small changes can lead to big results over time.

## 03

### EXTRACT TOP LESSON(S) LEARNED

Reflect on the most important lesson you learned about yourself this week. This lesson should not be about processes, specific software, or even your team, but rather something about yourself and/or how you operate.

What did you learn about yourself and how can you carry it forward into next week?