

**Productivity/Profitability**

As we see how my time is actually being invested, we will fine tune the WorkPlan™ together, and/or alter my work patterns, to better line up with the firm's Business Plan objectives.

**1. My Necessary Firm Time ...I note that we currently have these categories of Firm Time:**

- 1. Training/ CLE
- 2. Precedent Develop/Mtce.
- 3. Timesheet Admin
- 4. Client Development/ Practice Building
- 5. Sick/Annual Leave
- 6. Staff Management etc
- 7. TV Advertising
- 8. Secretarial general
- 9. Mgmt Finances...includes Fee Disclosure, Credit Control, Billing.

I estimate I will spend the following time on my approved Firm Activities (Firm Time).

		46	Weekly	Annually
a)	Billing and Credit Control....		1	46
b)	Current Client Servicing (Miscell., not in Practice Building below)...		1	46
c)	Client Entertainment...		0	0
d)	Directorships/Trusteeships...		0	0
e)	Education - Professional...		2	92
f)	Precedent Development...		0	0
g)	Information Systems...		0	0
h)	Signing mail/ General Secretarial etc...		0	0
i)	Leadership/Management/Firm committees...		0	0
j)	New Client Development/Firm Promotion...		3.5	161
k)	Staff Recruitment, Training, Welfare & Development...		0	0
l)	Law Society activities		0	0
m)	TV Advertising		0	0
n)	Timesheet Admin		0.5	23
o)	Sick leave/Annual leave N/A here		0	0
p)	Other Diary		0.5	23
q)	Other		0.5	23

230 Days				
1.80 Firm Time hours per day		9		414
414 Firm Time per year		Weekly		Annually

**2. My Resulting Potential Client Time**

During the rest of the time I will invest I plan to record the following hours providing

		Weekly	Annually
a)	Normal "Client Time"	35	1610
b)	Partner-Approved Pro Bono matters	0.5	23
c)	To Partners, Staff, Firm on their matters	0.5	23

230 Days		36	1656
7.20 Client Time Hours per day			
1656 Client Time per year			

Overall Totals		45	2070
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9 My planned Daily average total Input, excluding Lunch and other personal time  
5 Days per week

# Time Use Calculation Solicitors & Associates

Fee-earner  **Bill Peach** Support   
 Employed Lawyer Southside Office

**Copies to:** Tick done  
 Team Member?  
 Accounts?  
 Managing Partner?  
 Personal File?  
 KMS WorkPlans™ File?

This version prepared **14/8/01 9:05**  
**A. Your Planned Client Time**

WorkPlan™ effective from 1st July 2000

Weeks to be worked  Days/week

Probable work days in a full year **230**

Avge. Client Time Daily  Billing Rate

36 Weekly

Your Raw WIP Creation Potential

Six minute Units per month **1380**  
 Raw WIP Value per Month **\$33,120**  
 (Your "Timekeeper WIP" Monthly average)

Projected "Realisation Rate"  Annual target for collectable WIP creation =

Avge. write-down or write-up % we anticipate. 10% Monthly average collectable WIP **\$29,808**

**B. Your Planned Firm Time**

D. Budget Month	2001/02	Full Year Average
July	\$ 4,000	\$29,808
August	\$ 8,000	\$29,808
September	\$ 10,000	\$29,808
October	\$ 12,000	\$29,808
November	\$ 15,000	\$29,808
December	\$29,808	\$29,808
January	\$29,808	\$29,808
February	\$29,808	\$29,808
Mar	\$29,808	\$29,808
Apr	\$29,808	\$29,808
May	\$29,808	\$29,808
June	\$29,808	\$29,808
	<b>\$257,656</b>	<b>\$357,696</b>

Weeks worked  Days/week

Average Firm Time Daily   
 9 Weekly

Weekly Total Agreed Input Average   
 9

per average day. Billing Rate

Firm Time Units per month ("Non-chargeable" units)  Value of Your Planned Firm Time

**C. Total Annual Raw Value of Time**

TRUE