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BY SPEAKEASY

THE SMARTER WAY TO SCALE.

HOW TO OPTIMIZE YOUR FOCUS

(And Get More Done)



The Secret To Real Focus; It's Not About Caffeine

Focusing is crucial for any solo attorney. You need to be honed in, but a thousand things can compete for your attention at once. How can you optimize your focus and get more done? Where do you start, and how can you maintain that focus throughout your day or week?

We sat down with Editorial Director Taylor Teachworth, and she walked us through her secrets for prioritizing tasks, time blocking, and more.

You need to do your best work, and your clients need that from you, too. But remember, maintaining focus has nothing to do with caffeine or productivity apps, and everything to do with...

- Systems
- Support
- And, at times, giving yourself permission to step back and pause.

Let's dive in and see how all of these factors work together.



How To Choose / Prioritize Tasks

The first element of focus to tackle is to decide what, exactly, you're going to focus on. Which task? Which case? When deciding what to work on first, consider a few key elements :

- Who needs this done?
- How quickly does it need to be done?
- What else am I working on right now / do I have bandwidth?
- Can this be delegated?

Take a review of every piece of work in front of you. Ask each question for each piece of work.

If you have smaller, less critical tasks (such as drafting a motion) that can be handed off to a paralegal or to an ILA, delegate them. Then, hone in on your remaining key tasks. Make a list to decide what to work on first, and dive in.

This process allows the most important work to float to the top, as it were. Strategizing for trial. Reviewing evidence. Prepping interrogatories. These larger tasks now become your main focus, allowing you to use time blocking, our next tool, to truly hone in.



The Art Of Time Blocking

Time blocking requires you to block out all distractions and all other work to dedicate it to specific tasks, projects, or types of communication. For example, Taylor Teachworth blocks out Mondays so that they're meeting-free. This clears the rest of her week for editing, touching base with writers, and coordinating with other team members.

Her steps to making this work?

- Identifying blocks of time that could be set aside for a single task
- Setting up resources, guides, and documents to help her team answer questions on their own
- Communicating her schedule and being clear that Monday alerts are for emergencies only

This same pattern can work for you and for your ILA, as well. Because when you have the right support teams in place, you're free to hone in, tune out distractions, delegate freely, and really focus.



The Momentary Recharge

Many of the best communications experts will tell you that one of the keys to speaking effectively is to wait a few seconds before responding to something. This same tactic can help you slow down, think, prioritize, and recharge in between tasks.

Yes, someone has requested something. But you don't need to answer immediately. You can...

- Take a moment
- Prioritize the task
- Leave a note for yourself to respond by the end of the day
- Or even ask your ILA to handle that task.

In other words, you need and deserve resets throughout the day. If you're overly distracted and made anxious by interruptions, your focus breaks, and tension increases. With a plan in place to take a time out and process distractions with care, you maintain your focus, energy levels, and perspectives far more easily.



The Longer Recharge

You have eight to nine hours in a working day, five days a week. Microbreaks are helpful and needed, but they don't take the place of more purposeful time away from work.

Taylor Teachworth explains that longer periods of time, ten to fifteen minutes, are really needed to allow the mind to let go, re-sharpen itself, and come back to your workflow focused.

What might this look like?

- Schedule two 15-minute breaks per day to sit outside near your office. Breathe. Let your mind reset.
- Use your lunch break for lunch. Not checking email or even doomscrolling. Have a meal, enjoy your sandwich, and put distractions away.
- Take a music break. Five minutes with a song in between file reviews can help your mind realign itself and maintain your attention better than plowing through.

These longer breaks give your mind and body valuable downtime, allowing you to get back to key tasks refreshed and truly focused.



Get Someone **In Your Corner**

Taylor drives home that you always need **someone** in your corner. For many attorneys, sadly, the only person in their corner is themselves. But with the proper support, you can trust and rely on, focusing becomes infinitely simpler.

You see, when you have someone you can rely on each day, all of these tactics become possible.

- **Prioritizing important tasks.**
- **Time blocking.**
- **Taking a few minutes out each day to rest your mind.**

And that is exactly why we provide hard-working attorneys like you with **International Licensed Attorneys (ILAs)**.

Let us show you what a truly focused, organized, well-structured work week actually looks like. You're still at the helm. You just have the support and the systems in place to concentrate, work with less stress, and watch your efforts pay off for clients in far more optimized ways.

