

## **How to Make the Most of Now in your Life and Career**

Step #1: Live and work for today.

- While learning from the past, try to let bad memories go
- Do not hold grudges – do not let others control your emotions

Step #2: Set realistic goals for yourself – put them in writing

- Set priorities as to what you want to do each day
- Keep lists for each day and cross accomplishments off when done
- At the end of the day, grade yourself – and reward yourself

Step #3: Be disciplined in your approach – do not waste too much time

- Learn and practice organization – personally control your daily schedule

Step #4: Teach yourself self-confidence

- Be prepared for meetings with clients and court
- Know your case better than anyone else
- Go to depositions and court to study and observe
- Know the rules
- If you don't know, ask – most people will help you

Step #5: Learn to look at the big picture for your clients

- What does success look like to each of you?
- Have a plan to get there and explain it to your client

Step #6: Learn to deal properly with clients

- Can you give hope and empathy?
- Treat clients as though you would want your children to be treated
- Listen

Step #7: Be open and transparent with clients

- Tell them the truth
- Respond to them regularly in ways they can understand

Step #8: Know what clients are feeling

- Denial, Fear, Anger – try to get to Acceptance
- Give your clients courage to make good decisions

Step #9: Realize today and what you do is a gift

- Fill the unforgiving minute with sixty seconds of distance run – Kipling
- Think how you wish to be remembered and make it happen