|  |  |  |  |  |  |
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| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for**  **follow up** |
| **Personal Work Habits** | | | | | |
| **1.** Are you aware of the confidential resources provided by the State Bar’s Attorney Assistance Program (AAP) to assist lawyers dealing with substance or alcohol  abuse issues? |  |  |  |  |  |
| **2.** Do you frequently procrastinate when you should be working on client matters? |  |  |  |  |  |
| **3.** Do you make daily entries of the work that was performed for each client and by whom, including phone calls, emails, research, etc.? |  |  |  |  |  |
| **4.** Do you make a daily work plan with priorities that you follow closely? |  |  |  |  |  |
| **5.** Do you delegate work to staff, prioritize and communicate when the task is due? |  |  |  |  |  |
| **6.** Do you use checklists for substantive law and administrative tasks? |  |  |  |  |  |
| **7.** Is the stress in either your personal or professional life affecting your work? |  |  |  |  |  |
| **8.** Are you involved with bar activities or have connections with a network of other lawyers? |  |  |  |  |  |

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| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for follow up** |
| **Personal Work Habits** | | | | | |
| **9.** Do you frequently avoid returning calls to clients because you haven’t completed the work on their matter? |  |  |  |  |  |
| **10.** Do you have trouble staying focused on your work? |  |  |  |  |  |
| **11.** Do you find that you’re constantly in a last-minute panic and always putting out fires? |  |  |  |  |  |
| **12.** In your daily practice, do you  **a.** Conduct adequate research to support your position? |  |  |  |  |  |
| **b.** Hold yourself out as experienced or an expert only in those areas in which you have special skills? |  |  |  |  |  |
| **c.** Do you consult with experts in fields outside your practice specialty (CPAs, other lawyers, etc.)? |  |  |  |  |  |
| **d.** Consistently check for new developments in the area of law in which you practice? |  |  |  |  |  |
| **e.** Do you use checklists in the preparation of legal documents? |  |  |  |  |  |

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| **Inquiry** | **Yes** | **No** | **N/A** | **Notes/Comments** | **Note improvements needed & dates for follow up** |
| **Personal Work Habits** | | | | | |
| **13.** Do you frequently make plans concerning your work or your practice, but seem to have trouble follow through? |  |  |  |  |  |
| **14.** If asked, would others suggest that you have a good reputation as a lawyer? |  |  |  |  |  |
| **15.** Do you often let work on your clients’ matters slide because you’re too busy? |  |  |  |  |  |
| **16.** Would you say that you’re normally organized? |  |  |  |  |  |
| **17.** Do you schedule (and put on your calendar) uninterrupted blocks of time to concentrate on your work, without taking calls or emails? |  |  |  |  |  |
| **18.** Do you let client files pile up on your desk? |  |  |  |  |  |
| **19.** Are you always honest with your clients and other lawyers? |  |  |  |  |  |
| **20.** Do you take time away from work on a regular basis to relax? |  |  |  |  |  |