

Daily Planner

NAME Steven Williams

DATE: April 18

Time	Task/Activity	Notes
6:00 - 7:00 AM	Organize daily cases	
7:00 - 8:00 AM	Arrive Courthouse, find schedule	
8:00 - 8:30 AM	Client: Jasper Knell	Go over case 15 minutes w/client; discuss plea deal (accepts deal)
8:30 - 8:45 AM	Client: Bobby Jones	Court - set trial date
8:45 - 9:15 AM	Client: Andreea Sanchez	Go over case 15 minutes w/client; discuss plea deal
9:20 - 10:00 AM	Client: Jayce Hilltop	Go over case 20 minutes w/client; discuss plea deal (accepts deal with waiver)
10:15 - 10:45 AM	Client: Peter Jackson	Meet for 1 st time; learn about case; discuss defense (wants to go to trial)
11:00 - 11:30 AM	Client: Hector Espinoza, Jr.	Go over case for 10 minutes; discuss plea deal (accepts deal w/waiver)
11:30 - 12:30 PM	LUNCH	Prep for afternoon clients

Client Note: Page from my lawyers planner. It says he was with me 30 minutes, but it really was only about 15.