# Calendar Control Evaluation Checklist

Use this checklist to determine whether you are taking all the major steps to successfully manage your calendar control system.

Have you designated a single person to be responsible for calendar control?

Do you have two calendar control systems? Backup calendar systems reduce your malpractice insurance rates and give you a better chance of avoiding malpractice and disciplinary problems. At a minimum, use the firm’s central system, backed up with each attorney’s hand or computer calendar, coordinated with each legal assistant’s desk or computer calendar.

Do you calendar, and react to, deadlines properly?

Do you periodically review usage of your calendar control system?

Do you refine the calendar control system when problems are encountered?

Do you document the changes to the calendar control system on appropriate checklists, which serve as your written office policy? Include the checklist or other policy in your employee manual and in orientation for new staff members.

Do you use a 12-month wall calendar to plan long-term for court hearings, vacations and major events?

Have you developed a follow-up procedure to make sure calendared matters have been completed? Depending on your practice, you will do this on all items or only on significant items.

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