

The IDEAL WEEK™

(“A Standardized Approach for Individualized, Focused Service”)

OFFICE HOURS

Monday through Friday*
8:30 am to 5:00 p.m.

Day/Time	Task	Team Members
<u>EVERY MONDAY (No client meetings)</u>		
9:00 to 11:00 a.m.	Full Team Meeting	All
12:00 to 1:30 p.m.	Accounting Department Meeting	Jim & Accountant
2:00 to 4:00 p.m.	Funding, Case & Settlement Review	Jim & Staff
5:00 to 6:00 p.m.	Planning Review	Jim & Staff

OFFICE CLOSED

New Year's Day	Thanksgiving Day & Day After
Memorial Day	Christmas Eve after 12:00 noon
July 4 th	Christmas Day
Labor Day	

LIFESPAN & NATIONAL NETWORK OF ESTATE PLANNING ATTORNEYS & STAFF

SPRING COLLEGIUM	(Attorney Only)	April 26 – 30, 2010
Lifespan Planning Meeting	(Attorney Only)	June 22-25, 2010
FALL COLLEGIUM	(Attorney Only)	September 20-24, 2010
Lifespan Planning Meeting	(Attorney Only)	December 2-3, 2010

FUNDING DAY

Join Anne every 1st Friday for a day of Funding. These are 45 minute in office meetings between the hours of 9:00am to 1:00pm. Please call to set your appointment.
FIRST COME FIRST SERVE!