**Time Management Vignettes**

**Vignette #1**

You are the Chief of Legal Assistance / Civil Law in a Wing legal office. In this role, you have weekly legal assistance appointments, you are the first attorney to take any walk-in clients outside of normal appointments, and you are the primary POC for all fundraisers requests, AFI reviews, and ethics requests from the WG/CC’s office.

In addition, you serve as Assistant Trial Counsel. You have your first General Court-Martial (sexual assault with three victims), with trial beginning in two weeks. You were also assigned two Reports of Investigation to review over one month ago: (1) Child pornography and abusive sexual contact; and (2) Drugs – marijuana use and possession, and cocaine use, possession, and distribution.

The SJA has mandated that everyone in the office participate in one group PT session every Friday from 0730-0900. The SJA has also strongly recommended that everyone in the office schedule two additional 90-minute individual PT sessions per week, with the caveat that every office section must be staffed during normal duty hours (0730-1630).

You have a very active social calendar at home, as your children have soccer at 1630 on Tuesdays/Thursdays (games on Saturdays), and your weekends are often full of family activities. In addition, your family has traditionally taken the kids on a one-week trip over spring break and a two-week trip every summer.

**Vignette #2**

 You are the Chief of Military Justice in a Wing legal office. In this role, you are in charge of preparing and leading the weekly military justice meeting, applying quality control to the weekly AMJAMS reports before D/SJA review, managing the SIR process, attending the weekly OSI/SFOI sync meeting, reviewing all proof analyses before D/SJA review, as well as serving as the primary POC for all military justice phone calls from Squadron CCs and First Sergeants.

 In addition, your Deputy SJA is deployed, so you are now also the Acting Deputy SJA. In this role, you cover certain meetings for the SJA, draft and review quarterly awards packages, and draft OPRs. You also serve as the backup to your SJA for any phone calls from O-6 CC’s and Senior Enlisted Leaders on base.

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You have a very active social calendar at home, as your children have piano lessons at 1630 on Mondays/Wednesdays, and your weekends are often full of family activities. In addition, your family has traditionally taken the kids on a one-week trip over spring break and a two-week trip every summer.