

Logbook

Name: [REDACTED]

Membership No: [REDACTED]

**1. Competency:**  
4. Management of Workload

**Learning Outcome:**  
4.2 Plan workload to deliver a good legal service to clients

**2. Evidence provided:**  
Email to my secretary setting out dates to be entered into the critical dates diary.

**3. Outline how the evidence demonstrates you meet the outcome:**

- I have demonstrated this task by producing an email to my secretary setting out critical dates on one of my matters. My firm has a central diary for critical dates to ensure that deadlines are adhered to. I enter these dates into my own Outlook calendar and also send them to my secretary so that she can enter them into the critical dates diary. My secretary then sets reminders 14 days and 7 days before the deadline to remind fee earners that the date is approaching and action needs to be taken.
- The evidence shows that there are procedures in place to ensure that fee earners are aware of critical dates and are prepared in advance to ensure that urgent matters are prioritised. The evidence also shows that I am aware of the requirement to send these dates to my secretary rather than just relying on my own personal diary. It is an extra safeguard to ensure that the client is not prejudiced in any way and that their cases progress appropriately.
- If there is a deadline for a task that I anticipate will take a long time to complete, such as disclosure, I will use my judgment and ask my secretary to set a reminder one month before the deadline to ensure I have adequate time to deal with the particular issue / direction.

**4. Reflection and evaluation (what you learnt from the activity you undertook to meet the outcome):**  
I learnt the importance of having safeguards in place so that important deadlines are not missed and ensure that I give myself enough time to comply with deadlines.

**5. Completion date:**  
9 April 2015

**6. Signed (applicant)** [REDACTED] **Date:** 9/4/15

**7. Signed (supervisor)** [REDACTED] **Date:** 9/4/15

[REDACTED]

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From: [REDACTED]

Sent: 09 April 2015 09:30

To: [REDACTED]

Subject: Dates for critical dates diary

Hi [REDACTED]

Please could you add these dates to the critical dates diary?

They are all on the

file [REDACTED]

- 4pm on 21 April 2015 - disclosure by list;
- 4pm on 5 May 2015 - request for inspection of disclosed documents;
- 4pm on 19 June 2015 - exchange of witness statements;
- 19 June 2015 - exchange of expert evidence;
- 4pm on 3 July 2015 - experts to identify issues and try to reach agreement;
- 4pm on 24 July 2015 - experts to prepare Joint Statement;
- 4pm on 24 August 2015 - file and serve listing questionnaire.

Thanks.  
[REDACTED]

17/04/2015