## Part I: Identify & Prioritize

Instructions: List all incoming workload in column B. Then use column A to prioritize based on the most urgent/important items numbering each column starting with "1" for the most-urgent item.			
Α	В		

## Part II: Plan

- 1. Who needs to be included in this plan?
- 2. What are my deadlines for accomplishing my plan?

3. How can I use technology to streamline my processes?

4.	Which cases move more quickly than others? Can I use categories of cases to optimize docket time?
5.	What other areas of our court could be changed to provide time for criminal?
6.	Other brainstorming:
Dart	III: Communicate
	Communicate plan with your office. (choose 1: Email or Meeting)  Determine ways to make your court and dockets accessible to the public. (ex: keep an online calendar on your website, sent information via email or mail to defendants in your court to keep them updated, etc.)  Process all incoming correspondence (email and mail) daily. Assign a member of your team for this task while others work on the backlog plan.  Additional Communication:

On with the Show – Criminal Cases

## **Part IV: Implement**

Use the chart below and the answers to the previous Parts of this worksheet to start drafting your timeline.

1 Week Out (//)	
2 Weeks Out (//)	
1 Month Out (//)	
3 Months Out (/)	
6 Months Out (/)	