

Stop Welcoming The Distractions

Response Time for My Most Important Collaborators

Who are the most important people with whom I collaborate via email?	Estimate of my average response time	Their expected response time from me
Managing Partner	5 Minutes	30 Minutes
Accounting Team / Manager	60 Minutes	1 – 2 Hours
Legal Secretaries	1 – 2 Hours	30 – 60 Minutes

