

TRIAL BY  
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## ImmUNITY with Trial By Woman

ImmUNITY: At Trial By Woman, we believe that one major secret to a fully engaged, life well-lived is support, encouragement, community, and UNITY.

We are so grateful for you, our community.

We know times are a bit strange out there, and some days feel a bit wacky, so we wanted to toss you a lifeline, a reminder, a smash up of ideas to hopefully spark your creativity and blast some fresh, sunlit air through that gorgeous mind of yours. We hope these are 'jumping off points' for you, maybe fire starters, or at the very least reminders that we are right here with you and you are doing a GREAT JOB.

We have two parts (like always)—business and personal.

You can start anywhere you like.

Sending you and yours love and blessings.

With COURAGE,  
Theresa and Courtney

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## BUSINESS:

### 1. **Organize your cases (whether you have 2 or 200):**

- a. First, make a simple and useful case list. The idea here is you want one place you can look for all of the information you need on your cases. We create columns:
  - i. Case name (all Plaintiffs v. all Defendants)
  - ii. Type of case (e.g. MVA/premises/med mal/etc.)
  - iii. Insurance policy limits and insurance carrier
  - iv. Litigation status (e.g. Demand letter sent on [date], complaint filed on [date])
  - v. Last meaningful step you took (e.g. sent demand on [date], propounded discovery on [date], filed motion to compel [date]; got signed declaration from [witness] on [date])
  - vi. Next meaningful step you need to take to move your case forward (e.g. get declaration from [witness]; depose [witness]) In other words, what is the next step that improves your liability and/or damages case? That's what does in this column
  - vii. Opposing counsel's contact information
  - viii. Case venue

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## **BUSINESS:**

### **2. Prioritize your cases**

- a. Perform a value assessment of every one of your cases (likely value v. likely effort)
- b. Go through and mark each case with either a "1" (HELL, YES), a "2" (NOT SURE) or a "3" (NEED TO REFER IT OR REJECT IT).
- c. "1"s are easy. Focus your time, energy and resources here. Get help if you need help with money or co-counsel.
- d. "2"s: Go through the "2"s— Ask yourself, what is the likely value of this case? How much is the client going to net? How much are you going to net? Then, on a scale of 1-10, ask yourself, how much time will this case take (physically AND mentally)? How much money will this case take? Compare the two. In other words, how much do you and your client stand to gain v. how much of your available resources do you have to commit? Ask yourself the big question: is this case worth my time; or, is it time to cut my losses?

### **3. Develop SOP's: Case flow for when a case comes in/or on the cases you have**

- a. (Theresa's case flow slide!)
- b. What are the things you need to do in every case? Make a checklist and set a schedule.
- c. Set a minimum for how often you should be communicating you're your client (phone, e-mail, FaceTime)
- d. Make an opening powerpoint of your case starting on day one: what are you going to prove, and how are you going to prove it?
- e. Make an opening powerpoint of the opposing case starting on day one: what are they going to argue, and how are they going to undermine your case?

### **4. Up your game**

- a. Learning: resources for demand letters and taking better depositions
- b. Things you can do at home to practice: recording yourself
- c. Work on your website and your referral network: Are you up to date? Is it clear what you have to offer and who you are? Who have you spoken with lately? Is it time to follow up?
- d. Set up virtual meetings with clients: Plan a meeting during a mealtime, have them give you a tour of their home, set up a play date with your kids.

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## PERSONAL:

### 1. Get intentional about how you spend your time

- a. Make a three things list for the day (3 must dos, 3 try-to-dos, 3 personal dos)
- b. Build in time to not do anything and just BE
- c. Set goals the night before, i.e. be intentional about your day before it starts

### 2. Move, hydrate, sunshine, fresh air

- a. Exercise for at least 10 minutes every day, preferably 20 (doesn't have to be all at once)
  - i. 7 Minute Scientific Workout: <https://well.blogs.nytimes.com/2013/05/09/the-scientific-7-minute-workout/>
  - ii. Morning walk w Byron Katie: <https://www.youtube.com/watch?v=j2Ql1kupbus>
  - iii. Tracy Anderson 15 min workout: <https://www.youtube.com/watch?v=8vAaH6GIORs>
- b. Get a nice big water bottle and keep filling it up—you can add lemon, berries, a tea bag, some kind words, even a crystal if it's that kind of day
- c. Get outside at least once a day, preferably twice.

### 3. Take CARE: Take responsibility for your nervous system

- a. Prioritize and limit your INTAKE of information
  - i. Brene Brown on grief: <https://brenebrown.com/podcast/david-kessler-and-brene-on-grief-and-finding-meaning/>
- b. Journal: to inspire, to ground, to focus and to clear
  - i. Free writing, when we write without editing, sometimes called 'stream of consciousness', can be extremely cathartic and grounding. It doesn't have to be organized, formal, or 'a lot'. Any amount can be a tonic for negative emotions and can break us out of stagnation. Boom!
    1. Ideas: 3 things: grateful, or the 11 minute dump: set a timer, write without editing, or the classic, morning pages: <https://juliacameronlive.com/basic-tools/morning-pages/>