

# Pregnancy Preparedness



**Kristen David**





**30 days  
BEFORE  
Baby Due**

**7 days  
BEFORE  
Baby Due**

**YOU**

**2 Weeks  
OFF  
GRID**

**2 -4  
Add'l  
Weeks**

# 4 Months Prior

**\*Coverage - Attorney**

**\*Coverage - Admin.**

# 4 Months Prior

- \* PSP Routine Correspondence**
- \* PSP Accepting & Depositing Money**
- \* PSP Preparing Bills**

# 3 Months Prior

- \*PSP Client Complaints**
- \*PSP Monthly Bookkeeping**
- \*PSP Calendaring/ Scheduling**
- \*PSP Opening a New File**

# 2 Months Prior

- \* **PSP Emergencies & Triage Matrix**

- \* **Marketing Plan**

- \* **Update Calendar**



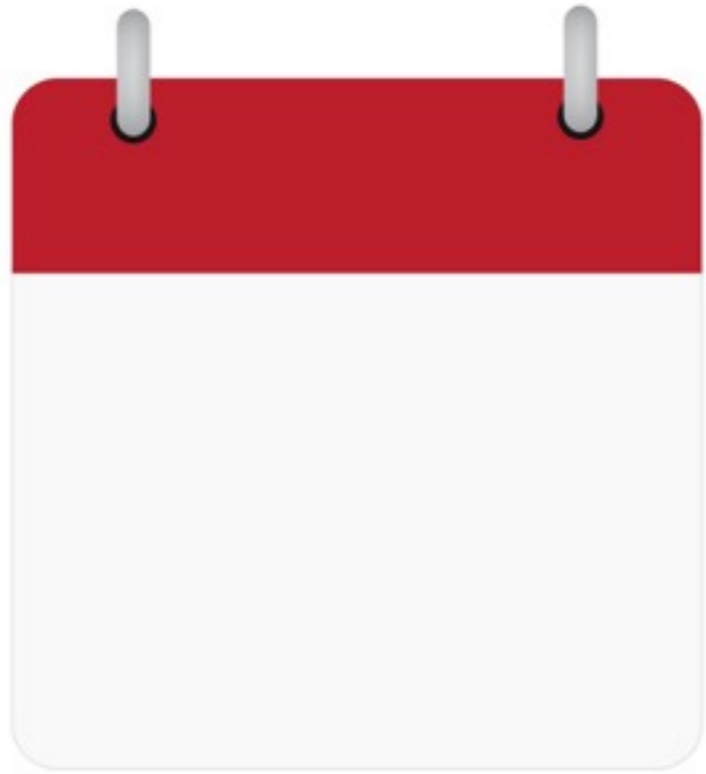
# 1 Month Prior

**\*TEST**

**\*TEST**

**\*TEST**

# 7 Days Prior



# OFF GRID



# 2-4 Addl Weeks



# BONUS Materials

[http://howtomanageasmalllawfirm.com/  
pregnancy-preparedness/](http://howtomanageasmalllawfirm.com/pregnancy-preparedness/)



# Schedule a Consultation Call!

[www. howtomanageasmalllawfirm.com/appointment](http://www.howtomanageasmalllawfirm.com/appointment)

