

The First 15 **Frequently Asked Questions**

Is this paid time or on my own?

The time to read is paid and should be coded to “Reading” for a .25 hour each day.
(Please be respectful of everyone’s reading time. If you see them reading, check back later.)

What kind of books can I read?

Any non-fiction book is acceptable – this includes self-help, business, management, leadership and spiritual. If you have questions about if a book is acceptable, just ask!

Can I read my Kindle or other e-reader?

Only physical books qualify during *The First 15*. E-readers, etc. are not recommended – reading on an electronic device can easily lead to distractions so let’s stay focused for 15 minutes on a physical book.

Can I take a book home to share with a family member?

Absolutely – if you read a book you feel someone else would gain value from, please feel free to share it with them.

What time of day should I read?

The First 15 should be the very first thing you do when you begin your day – even before checking email/voice messages.

Can I read at home provided I do so before I start reading email?

Of course! We understand some of you may start your work day from home. If reading in your pajamas while enjoying your coffee is more suitable for you, please feel free to do so! Just remember to respect those who prefer to get their reading time in while at the office.

Is this a voluntary or mandatory program?

The First 15 is a completely voluntary program. You are encouraged to participate and support the program, but the program is not required. If you chose not to participate, please

How does this impact my charge hour goals?

We look at the reading program as more of an investment in your personal development that does not qualify for CPE. Charge hours have not been adjusted down to offset the reading program.

Will it reflect on my performance review if I choose not to participate?

No, your participation in *The First 15* is voluntary and will not impact your performance review in any way.



Is there a system for my firm to track books that are “checked out” or is the program on your honor?
It’s completely on the honor system.

My firm has multiple offices, do you suggest the same library at each office, or should we have different books at each office?

We suggest having the same books at each library and adjust the quantity of each book based on the size of the office. People will start talking about the books they are reading, so it’s really important to have all the same books available at all offices.

What about days that I am at the client site; should I read first then too, or is the program reserved for days in the office?

- Read in the car in the parking lot before going in to the client (We suggest the car instead of the clients office as the program could come across as unproductive.).
- Reading over your lunch break or at bedtime is a good way to get the professional development in while on the road.
- Some days it’s just not in the cards to read for 15 minutes . . . and that’s OK, too!

