



Day in the Life - Elizabeth A. Whitman

6:00 am: **My dawn simulator** wakes me up at the crack of (artificial) dawn, and I check email on my iPad.

6:10 am: Shower and get dressed. **I telecommute**, so work attire consists of a yoga hoodie, workout pants and fitness shoes.

6:30 am: Fix a "hot breakfast" of toaster waffles or instant oatmeal for my family. Pack our son's lunch. Make two pots of Teavana tea. **Put the ingredients for homemade soup in the slow cooker.**

7:00 am: **Coach my eight-year-old son on his violin concerto.** I have a violin degree, so this is an opportunity for us to bond over something we both love.

7:45 am: Take my son to school, **walking 10 paces behind him** so he won't be embarrassed.

8:00 am: Check my email, calendar and to-do list on my iPad, **all while exercising on the treadmill.**

8:30 am: Retreat to my home office with a pot of tea. **Discuss critical projects and budgets** with the COO. (On other days, it might be the CFO or president.)

9:00 am: **Review and revise a settlement agreement.** Review documents for today's meetings.

10:00 am: **Strategize for a 30(b)(6) deposition** with litigation counsel.

11:15 am: Three or four days a week, I work through lunch, but **today, I have lunch with another mom.** (Other times, I might attend a WMACCA event.) We talk about summer camps and school activities, and plan carpools and play dates. It's a chance to get out and bring normalcy to my life.

12:30 pm: Back in my office with another pot of tea. **Discuss a major lease with the president of a subsidiary.**

1:00 pm: **Discuss the day's priorities with my staff** — they are on the West Coast, so it's only 10 am for them.

1:30 pm: Conference call with the CEO, VP of Finance and CFO about an **upcoming securities offering.**

2:00 pm: **Conference call** with the president, insurance broker and consultant regarding risk mitigation strategies.

3:00 pm: **Meeting with my associate** about his projects.

3:15 pm: Meeting with the VP of Acquisitions **about our next multifamily acquisition.**

3:30 pm: **Pick my son up from school**, feed him a snack and get him started on his homework.

3:45 pm: Email securities counsel about content and structure for supplements for two private placement memoranda (PPM). **Start reviewing a PPM.**

4:30 pm: **Receive an emergency call from our VP of Human Resources about problems with a manager.** I take the

call while driving my son to orchestra practice. (On other days, it might be swimming or taekwondo.)

5:00 pm: Conference call with the VP of Investor Relations, discussing quarterly investor reporting and the **plans to sell some real estate holdings.**

5:30 pm: **Discuss tax implications of a large lease with the CFO.** Schedule future conference calls, and review and approve outside counsel invoices. Revise the legal department's strategic plan for tomorrow's meeting. Continue reviewing the PPM.

7:00 pm: My husband (a government economist) brings our son home from orchestra. **We enjoy homemade soup for dinner.**

7:30 pm: **Attend a board meeting of our swim/tennis club.** (On other days, I might watch a DVD and eat popcorn with my family, help our son with homework, review documents for work, or squeeze in one more conference call.)

8:45 pm: **Sit with my son and talk about his day before tucking him into bed,** putting on quiet classical music and turning off the lights.

9:00 pm: Enjoy a cup of chocolate mint tea in our family room, while recording my daily activities on my iPad **so my time can be allocated among business units.** Review email and update my task list.

9:30 pm: Check on my son (who, unfortunately, is awake reading on his Kindle) and tell him to go to sleep. **Watch an episode of "Big Bang Theory"** on the DVR with my husband.

10:00 pm: Prepare and distribute a flyer for the PTA committee that I co-chair. (Other days, I might work on an online class or household management items.) **Take a peek at Facebook** to see what's up with my friends and family.

10:45 pm: Read the daily news or a book on my iPad, **or text with friends,** before drifting off to sleep.