

A Day in the Life: Brittany Leonard

Interviews and Profiles



7:00 am: My first alarm on my phone goes off. I recently discovered I can link my Spotify and Amazon Music as my alarm (Has this been around for a while?!). It's been quite fun waking up to my personal concert in the morning.

7:10 am: Run through my to-do list in my head. I always write it the day before but I have a pretty great photographic memory. I hope it never goes away. Instinctively I grab my phone to check for any Teams messages or emails. Yes, I know I shouldn't grab my phone first thing. It takes 21 days to break a habit (supposedly) and today's just not the day to break habits. ?

7:20 am: Finalize any post I have going out today. I owe a portion of my love and confidence for my career to my little corner of the LinkedIn community that I have built up since the pandemic. It really is such a wonderful place to meet all kinds of people from many walks of life. I enjoy the daily interactions.

7:30 am: I am absolutely obsessed with mangos. I ate my first one a little over a year ago — again, I know, late to the game — and it's been a lovely relationship ever since. I find a bag of cut up mangos in the fridge (?) and make my daily acai bowl. My bowl usually consists of mangos, bananas, almond butter, coconut, and cacao. I also get a light stretch in.

8:15 am: Get dressed and ready for the day.

8:45 am: Respond to any quick emails, get ready for my first call of the day, and clean a fresh page of my Rocketbook. Oh, the satisfaction.

I make a mental note that I need to order some Rocketbook pens. Mine are running out of ink. Rocketbooks are great if you like to handwrite notes but still categorize and search items. I am old school and remember things much better when I write them out. I even handwrote all my essays for law school and the bar exam. I know, wild. ?

9:00 am: First call of the day! Internal meeting with one of our subsidiaries going over a new product module a client wants in their portfolio, what the usage will be, and what documents they will need to execute.

9:30 am: Review and edit a license agreement for a potential vendor. (Here's to hoping it's mutual!)

10:00 am: Meeting with a division's developers regarding Americans With Disabilities Act (ADA) compliance for a new product launch.

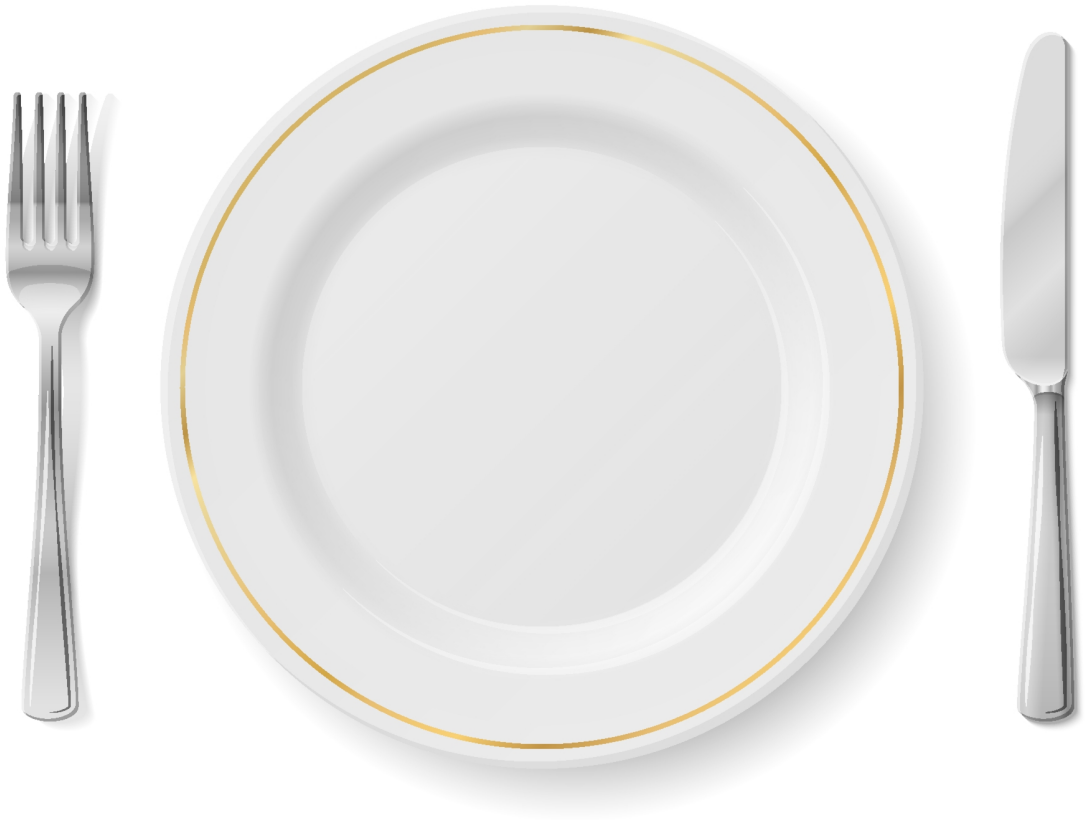
10:30 am: Weekly subsidiary meeting regarding latest updates and progress on various team projects.

11:15 am: Random employee call asking my thoughts on a recurring client question and how to respond. I enjoy these calls because I appreciate that our employees value my advice. They come to me proactively for both business and legal advice. And it feels almost like a stop-in if we were in the office.

11:30 am: Scheduled call with an employee to go over any final documents they have that are needed for a client compliance situation.

12:00 pm: Cross-functional call. This is the start of what looks to be a series of calls regarding policy updates with our finance and human resources teams.

12:30 pm: Siete Almond Flour Tortilla filled with chicken, avocado spread, and lettuce with a Waterloo Peach drink. I do a mix of Whole30 and Paleo, and absolutely love it.



I have been on Paleo since 2012. I don’t follow it as strictly as I did for the first few years, but I just feel better and more energized when I stick to it. Also, I fill up my Stanley cup with ice water. I'm terrible with water intake, but @TheBuyGuide got me hooked on the Stanley cup so I try to do better with that.

I also chat with a potential member of our local ACC chapter and take a random employee call asking my advice on a “change request” they want to send to a client. Employees always get a kick out of it when I chat with them while making lunch or dinner. I don't mind it and it's multitasking at its finest.

1:15 pm: Review documents for a potential acquisition down the road. This is one of my favorite things to do, I think because it's an area I study a lot and love getting into because it's always a mix of both business and legal.

2:00 pm: Review the data privacy protection of a particular jurisdiction. Also, I look into the source code protection they offer and expand on the language in their agreement.

2:30 pm: Assist an employee with filling out required legal information on a tax-exempt status form.

3:00 pm: Call with finance to gather pay stubs and tax documents I need for an employee's visa extension.

3:15 pm: Negotiations with a potential client's counsel regarding a revised contract.

3:45 pm: Review a statement of work and Teams chat with one of our developers to make sure we can comply with the service level and hours requested.

4:00 pm: Call with insurance broker regarding a lease question and performance bond needed for an upcoming project.

4:30 pm: Call with outside counsel regarding an update needed on a submitted US Patent and Trademark Office document.

4:45 pm: Call with our counsel in Mexico regarding a labor law update and the subsequent changes needed in employee contracts.

5:15 pm: Run through requested changes to our standard subcontractor agreement. Find the changes agreeable, send an email to that division to get it signed, and request a final executed copy.

5:30 pm: Research how to reopen a company account so we can comply with a requirement for an immigration document in a particular jurisdiction.

6:00 pm: Write out some topics for a new training session. I also send out a calendar invite for a weekly meeting with one of our subsidiaries to keep me updated on changes to client products.

6:30 pm: Make a Home Chef meal! I switch out any mayo or dairy the recipe calls for with avocado mayo and dairy free cheese. I think this is a fun way to try new recipes and have all the ingredients on hand. However, my eight-week discount subscription is coming to an end and I think I just miss my staples, so I'm going to put pause on it for a while.

8:00 pm: Attend a family member's soccer game, cheer him on, and do a bit of research for tomorrow's post.



9:00 pm: Unwind for the day. Respond to any quick messages or emails.

10:00 pm: Write out the next day's post and finalize an article.

11:30 pm: Pop on a movie and sign up for some basic coding classes. I've always wanted to learn, so might as well start somewhere!

2:00 am: I know my sleeping habits are nuts. Thanks, law school. Ten years later, and my life still isn't the same as before. Fall asleep during the movie. Wake up and do a quick skin care routine and turn the dishwasher on. Hop into bed and get excited for tomorrow.

I really love my job. I did not always get to say that, so reminding myself how far I've come puts me in a grateful mood.

Brittany Leonard



Fractional GC

Brittany Leonard is a seasoned General Counsel and business operations executive with deep experience leading M&A transactions, high-stakes commercial negotiations and strategic growth initiatives across global companies. She has built and led thriving legal teams while advising leadership on governance, risk and operational transformation in fast?moving, tech?driven environments.