LAWYER TO LAWYER MENTORING PROGRAM
WORKSHEET T
INTRODUCTION TO TIME MANAGEMENT

Worksheet T is intended to facilitate a discussion about effective time management skills and techniques.

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- Discuss ways to handle situations where the new lawyer becomes overloaded with work. If in an in-house relationship, discuss realistic expectations about the workload of new lawyers in your office and ways to cope with those expectations.

- Share with the new lawyer techniques you use which have proven successful in the management of your time.

- Discuss techniques for saying no gracefully and time management at work. *Stress,* Lawcare Health Support and Advice for Lawyers, http://www.lawcare.org.uk/stress.htm.

- Share stress management techniques. Discuss the attached article. Pat McHenry Sullivan, *You Can Find Time to De-Stress,* LAW PRACTICE TODAY, Feb. 2006.

- Read and Discuss the article by Chris Palmer Frazier, *Improving Your Relationship With Time* Focus Forward, Inc, 2010

- Together, work on a *practical plan for managing* the new lawyer's time, including how to prioritize work, ways to refuse work without jeopardizing the new lawyer's job, and ways to stay organized.

- Discuss strategies to achieve the following components to balancing personal and professional life:

    - How to create expectations from your employer and clients that are compatible with a healthy and balanced lifestyle.

    - How to give your all at work while saving energy and emotion for family.

    - How to maintain physical health with a busy schedule and how doing so contributes to your productivity and success.

    - How to develop and maintain friendships or other relationships when time seems to be in critically short supply.

    - How to be efficient and productive at work, as well as how to prioritize and delegate tasks.

RESOURCES

LawCare Health Support and Advice for Lawyers: http://www.lawcare.org.uk/stress.htm

Life in the Balance: Achieving Equilibrium in Professional and Personal Life, American Bar Association Young Lawyers Division 2002-2003 Members Service Project http://www.abanet.org/yld/about/writtenguide03.pdf

KIMM ALAYNE WALTON, WHAT LAW SCHOOL DOESN'T TEACH YOU…BUT YOU *REALLY* NEED TO KNOW (2000). **CAN BE PURCHASED AT THIS LINK** HTTP://WEST.THOMSON.COM/PRODUCTDETAIL/13686/41095910/PRODUCTDETAIL.ASPX