LAW SCHOOL 101

Effective Time Management and Mindset
Time Famine?

Time is [not] on my side…

when I am in control of it.
Do the quiz on your handout

• Rank each statement from 1 (strongly disagree) to 5 (strongly agree)
Law Students are special.*

- Preference for Organization
- Persistence
- Effective Organization
- Sense of Purpose
- Goal Setting and Prioritizing
- Structured Routine
- Effective Planning
- Perceived Control of Time (Autonomy)
- Present Orientation (Meditate!)

To begin:

**Study Habits Assessment**

- When?
- How long?
- Where?
- What?
- Distractions?
Creating a schedule – control your time.

- Prioritize with layers:
  - **One**: Classes and TA sessions
  - **Two**: True commitments (religious services, scheduled activities)
  - **Three**: Consistent sleep times for weekdays.
  - **Four**: Review time
    - Notes daily/end of a section. Class breaks are a perfect time.
    - Plan for extended review time at the end of sections.
  - **Five**: Study time. Estimate and allocate. Review and adjust.
    - 2-3 hours per class meeting
  - **Six**: Society flag football, exercise, meals, down time, chores, etc.
- As the semester goes on, add outlining time and practice exam time.
- FLEXIBILITY IS KEY. Move task blocks around – create guilt free down time
The To-Do List

• Running to do list
• Brain dump all that needs to be done. Slot everything into your blocks.
• Revise it every morning/night.
Using Study Time

• Set a goal when you sit down.
• Create accountability.
• Work for 45-50 minutes, take a break.
  • Circles, check boxes, rewards.
  • Reducing distraction
Break/Windfall Time

- Don’t waste small increments of free time.
- What can you do in 20-30 minutes:
  - Review class notes and fill in gaps, re-organize, note questions.
  - Talk with classmate about a case or concept
  - Stop by office hours
  - Add/Review subtopic in outline
  - Make a to do list
  - Make some flashcards / review flashcards
  - Read and brief a short case
Sample Section Schedule – Day Study
Sample Section Schedule – Night Study
The Semester Schedule

September 2018

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Exams End!

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Print Free Calendar Templates from www.calendar.com
Homework

• Keep a log of your time for a week. Write down what you do with every minute.
  • Use it to help create your weekly schedule.
• Set goals for the day, week, semester.
• Think about patterns in your schedule – set a daily routine.
• Hone your chunking skills.
  • Think about where each subtopic fits into the larger course.
Apps to try

- Life Cycle (to record your time)
- Quizlet
- Meditation
  - 10% Happier
  - Headspace
    - https://my.headspace.com/play/251
- Wunderlist
- Evernote
- Thrive at UT
- The Mindfulness App