

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!)**

* Bartholomew, Christine P., *Time: An Empirical Analysis of Law Student Time Management Deficiencies*, 81 U. Cin. L. Rev. (2013)

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

September 9 - 15, 2018 Austin, Texas Today 88° F / 74° F Tomorrow 90° F / 74° F Friday 88° F / 74° F Search Section Three (Ctrl+E)

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
	Review notes/prep for class	Review notes/prep for class	Review notes/prep for class	Review notes/prep for class		
	Constitutional Law	Constitutional Law	Constitutional Law	Read Con Law		
	Civil Procedure	Civil Procedure	Civil Procedure	LRW	LRW	
	Lunch	Lunch	Lunch	Lunch	Lunch	
	Read Con Law	Yoga	LRW Assignment	Civ Pro Reading/Review	Yoga	Con Law Reading/Review
	Criminal Law I	Read Crim	Criminal Law I	Criminal Law I	Civ Pro Reading/Review	
Con Law Reading	Read Civ Pro	Read Civ Pro	Read Crim	LRW reading/assignment	Crim Law Reading	Civ Pro Reading/Review
Dinner	Dinner/Relax	Dinner/Relax	Dinner/Relax	Dinner/Relax	Dinner/Relax	Dinner/Relax
Study Group (?)						

Sample Section Schedule – Night Study

September 9 - 15, 2018						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9	10	11	12	13	14	15
8 AM	Review notes/prep for class	Review notes/prep for class	Review notes/prep for class	Review notes/prep for class		
9	Constitutional Law	Constitutional Law	Constitutional Law			
10	Civil Procedure	Civil Procedure	Civil Procedure	LRW	LRW	
11	Lunch	Lunch	Lunch	Lunch	Lunch	
12 PM			LRW Assignment	Read Con Law		Gym
1	Yoga				Yoga	Con Law Reading/Review
2	Criminal Law I		Criminal Law I	Criminal Law I		
3	Con Law Reading	Read Civ Pro	LRW reading/assignment		Crim Law Reading	Civ Pro Reading/Review
4						
5						
6	Dinner	Dinner/Relax	Dinner/Relax	Dinner/Relax	Dinner/Relax	Dinner/Relax
7	Study Group (?)	Gym	Read Crim		Civ Pro Reading/Review	
8			Gym		Civ Pro Reading/Review	
9	Read Con Law		Read Crim			
10		Read Civ Pro				
11						

The Semester Schedule

September						2018
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

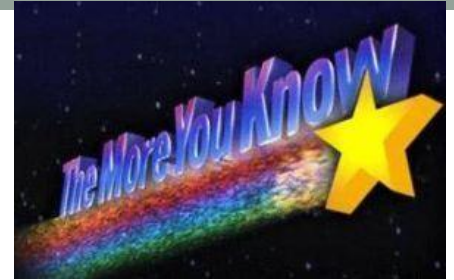
October						2018
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						2018
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						2018
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Exams End!

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