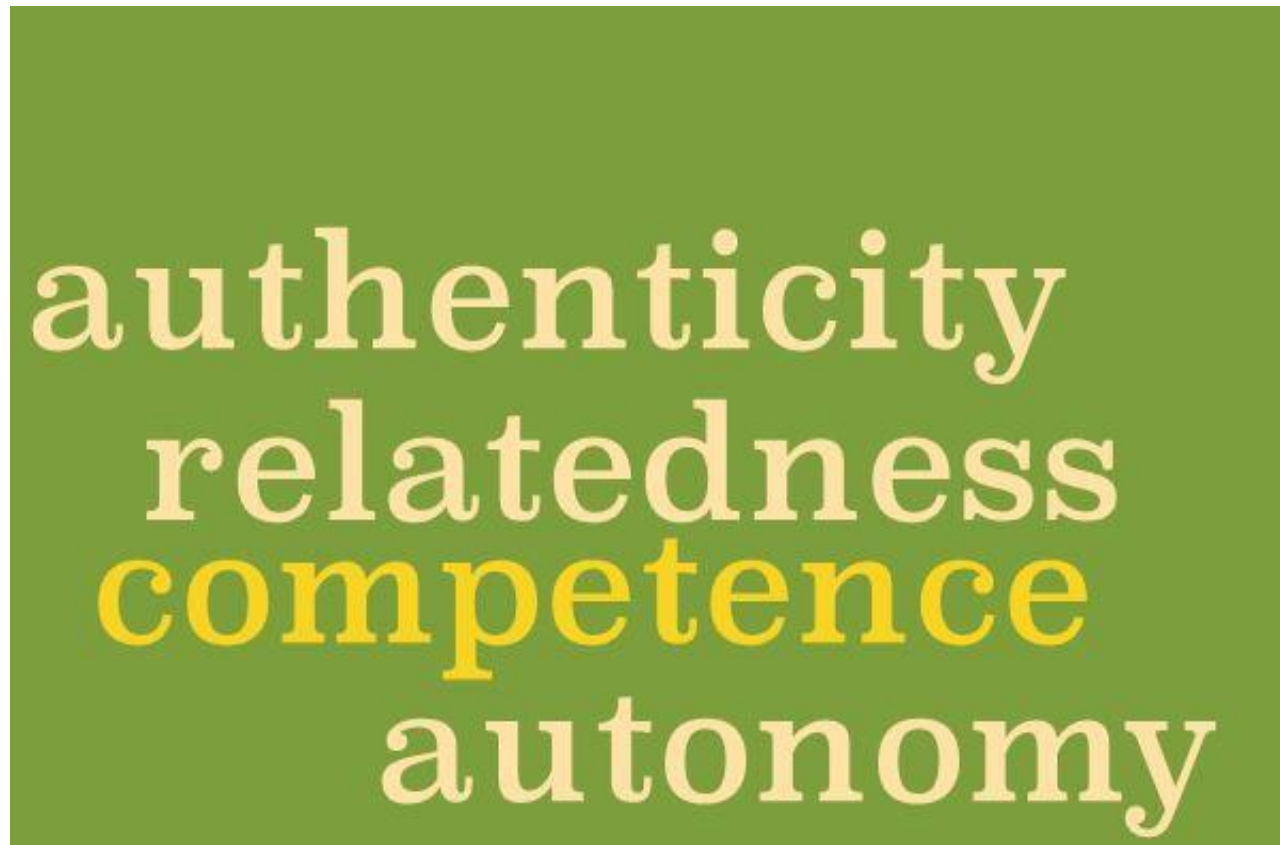


LAW SCHOOL 101

Effective Time Management

A refresher: What makes lawyers happy?



- Lawrence S. Krieger and Kennon M. Sheldon, *What Makes Lawyers Happy? A Data-Driven Prescription to Redefine Professional Success*, 83 *Geo. Wash. L. Rev.* 554 (2015), Available at: <http://ir.law.fsu.edu/articles/94>

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!)**

Law students tend so do relatively well with these markers.

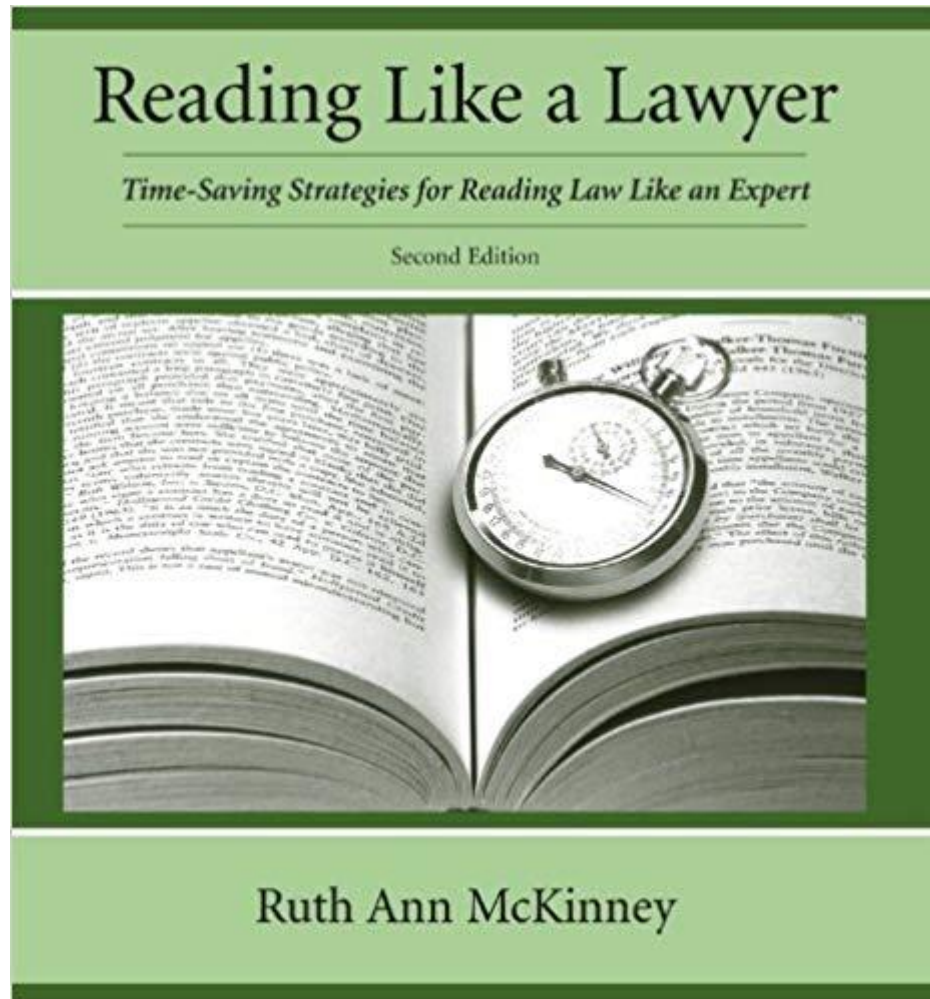
It is here that law students can make the most improvements.

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

Areas that yield the most benefit for law students:

- **Perceived Control of Time (Autonomy)**
 - A person's perception about whether there is enough time to complete a task
 - Perception; not reality
 - Being HERE will help your perceived control of time.
 - YOU HAVE ENOUGH TIME TO DO LAW SCHOOL. I promise.
- **Present Orientation (Meditate!)**
 - It's about concentrating on what's happening NOW
 - Not worrying about something that happened in the past; or
 - Dwelling too much on what the future may be.
 - Focusing too much on the past or future interferes with focusing on the present.

Fundamental Reading Skills



To begin:

Study Habits Assessment (see handout)

- 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:** Social time, 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

Study Blocks

- Be mindful of what goes in to your “study” blocks.
 - Set goals. Have a plan.
 - Chunk your tasks. Complete and move on.

The To-Do List

- Running to do list
- Be SPECIFIC
- Brain dump all that needs to be done. Slot everything into your blocks.
- Revise it every morning/night.
- Allocate the tasks to certain days/times

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

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
9							
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	Dinner/Relax
7	Study Group (?)	Gym				Civ Pro Reading/Review	
8			Read Crim	Gym		Civ Pro Reading/Review	
9		Read Con Law					
10			Read Civ Pro	Read Crim			
11							

The Semester Schedule

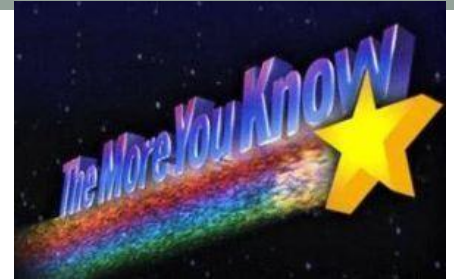
SEPTEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

OCTOBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	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	1	2

NOVEMBER						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	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						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	Exams End!
22	23	24	25	26	27	
29	30	31	1	2	3	4

Out of the classroom



- 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.**
 - **This is an essential time management skill.**
- Think about patterns in your schedule – set a daily routine.
- Hone your chunking skills.
 - Think about where each subtopic fits into the larger course.
 - Divide tasks into discrete chunks that can be accomplished (this helps a lot with perceived control of time)
 - Make a project a set of short term goals.

Apps to try

- Life Cycle (to record your time)
- Quizlet
- Meditation
 - 10% Happier
 - Headspace
- Evernote
- Thrive at UT
- The Mindfulness App