

WORKSHEET U

INTRODUCTION TO TIME MANAGEMENT

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

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- Discuss ways to handle situations where your mentee is overwhelmed 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 your mentee techniques you use to successfully manage your time.
- Discuss how to endure the sustained demands for high achievement that accompany the practice of law.
- Together, work on a practical plan for managing your mentee's time, including how to prioritize work, ways to refuse work without jeopardizing your mentee'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, *Articles, stories, videos, information on mental health & wellbeing*:
<https://www.lawcare.org.uk/get-information/?topic=wellbeing>

Work-Life Balance, American Bar Association Young Lawyers Division:
https://www.americanbar.org/groups/young_lawyers/publications/tyl/topics/work-life/

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Life in the Balance: Achieving Equilibrium in Professional and Personal Life, A Written Guide Produced by the American Bar Association Young Lawyers Division Member Service Project 2002-2003: https://moam.info/life-in-the-balance-american-bar-association_59d7d7821723ddae581c6267.html