

LAWYER TO LAWYER MENTORING PROGRAM
WORKSHEET J
INTRODUCTION TO CAREER SATISFACTION

Worksheet J is intended to facilitate a discussion about balancing career and personal life, putting daily pressures into perspective, reconciling job expectations with actual experience, and maximizing career satisfaction.

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- Share with the mentee techniques to create and maintain balance between personal and professional life. Share your own experiences, including successes and failures, in finding balance between your personal life and career.
- Discuss strategies to achieve the following components to balancing personal and professional life:
 - How to create expectations for 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 plan for personal time.
 - How to maintain physical health with a busy schedule and how doing so contributes to your productivity and success.
 - How to make nutritious choices at home, at work or on the road and how doing so maximizes performance and energy levels.
 - How to plan ahead for the challenges of caring for children or aging parents.
 - How to develop and maintain friendships or other relationships when time seems to be in critically short supply.
 - How to foster professional relationships.
 - How to be efficient and productive at work, as well as how to prioritize and delegate tasks.
 - How to set limits at work in order to prevent burn-out.
- Share stress management techniques. Discuss the attached article. Pat McHenry Sullivan, *You Can Find Time to De-Stress*, LAW PRACTICE TODAY, Feb. 2006.
<https://www.abanet.org/lpm/lpt/articles/mgt02064.shtml>
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- Discuss how to reconcile job expectations with the actual experience at work. Discuss the mentee's expectations for his or her job, identify the aspects of his or her job which do not meet those expectations, determine together whether the expectations are realistic, and discuss ways to make changes which will positively affect the work experience.
- Discuss ways to maintain a positive attitude at work and create a positive work environment to maximize enjoyment of work.
- Discuss the importance of identifying an individual in the work setting who can help answer questions about the culture of the office and how to balance your career and personal life. If mentoring in-house, help the mentee identify that person (if it is not the mentor).
- Discuss ways to positively deal with the criticism of employers and clients.
- Discuss how pro bono work may contribute to having balance in a mentee's life.
- Share with the mentee tips for succeeding in the practice of law. Discuss the suggestions made in the attached articles. David J. Levy, *Surviving Your "Junioring" Years*, LAW PRACTICE TODAY, March 2005.
- Discuss the "do's" and "don'ts" of leaving a job because of job dissatisfaction, including the following tips:
 - Do work hard until you leave. If you are in the process of looking for another job, it will be easier to find one while you still have one.
 - Don't burn bridges by leaving on bad terms. You never know when and how you will have to interact with a member of your old firm in the future, or whether you will want to come back to your old firm.
 - Do be careful about the reasons you say you are leaving. To keep the relationships you have built in tact, keep your reasons for leaving focused on the positive growth you expect by moving on rather than the negative experience you had which caused you to want to leave.
 - Don't forget to mend difficult relationships before you go. Find something nice to say and shake hands with those you had problems with at your old employer so that you will be remembered as pleasantly as possible.
 - Do stay in touch with your old employer. Maintain the good relationships you built because an old employer always has influence over your career and your reputation.

RESOURCES

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>

Sharon Meit Abrahams, *100 Plus Pointers for New Lawyers on Adjusting to Your Job*, A.B.A. Publishing (August, 2004)

Kathy Morris et. al., *Ask the Career Counselors...Answers for Lawyers on Their Lives and Life's Work*, A.B.A. Publishing (2003)

Kathy Morris et. al., *Direct Examination...A Workbook for Lawyer Career Satisfaction*, A.B.A. Publishing (2001)

M. Diane Vogt et. al., *Keeping Good Lawyers: Best Practices to Create Career Satisfaction*, A.B.A. Publishing (Nov. 2000)

George W. Kaufman, *Lawyer's Guide to Balancing Life and Work: Taking the Stress Out of Success*, 2nd Edition, A.B.A. Publishing (June 2006)