

**LAWYER TO LAWYER MENTORING PROGRAM**  
**WORKSHEET T**  
**INTRODUCTION TO TIME MANAGEMENT**

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

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- Discuss ways to handle situations where the new lawyer becomes overloaded 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 the new lawyer techniques you use which have proven successful in the management of your time.
- Discuss techniques for saying no gracefully and time management at work. *Stress*, Lawcare Health Support and Advice for Lawyers, <http://www.lawcare.org.uk/stress.htm>.
- Share stress management techniques. Discuss the attached article. Pat McHenry Sullivan, *You Can Find Time to De-Stress*, LAW PRACTICE TODAY, Feb. 2006.
- Read and Discuss the article by Chris Palmer Frazier, *Improving Your Relationship With Time* Focus Forward, Inc, 2010
- Together, work on a *practical plan for managing* the new lawyer's time, including how to prioritize work, ways to refuse work without jeopardizing the new lawyer'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.

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## RESOURCES

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LawCare Health Support and Advice for Lawyers: <http://www.lawcare.org.uk/stress.htm>

*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>

KIMM ALAYNE WALTON, WHAT LAW SCHOOL DOESN'T TEACH YOU...BUT YOU *REALLY* NEED TO KNOW (2000). CAN BE PURCHASED AT THIS LINK  
<HTTP://WEST.THOMSON.COM/PRODUCTDETAIL/13686/41095910/PRODUCTDETAIL.ASPX>