



# MSLAW Academic Support

## Time Management and Organizational Skills Tips for Law Students

- Learn to compartmentalize, prioritize, and plan.
  - First, compartmentalize: you have to be able to separate the many different commitments and tasks you have to handle in and out of law school.
  - Next, prioritize: write down all of your commitments and put them in order of importance.
  - Finally, plan: schedule your days and weeks to work on everything that needs your attention.
- Develop a time management system for yourself and learn to love it and use it. Whether it's a diligently kept calendar, reminder messages that pop up on your email account, or a spreadsheet that keeps track of all of your commitments, you need to have a foolproof system for managing your time and your assignments. You may have gotten through college without the need to schedule and plan commitments in advance, but this isn't the case here. In law school, you must have a continuous plan for everything you need to get done—and you must stick to that plan!



- Recognize that law school requires a heavy commitment (as a rule of thumb, you'll need to budget about three hours of study/review/reading time for every hour you spend in class each week.)
- Block out times to study, and minimize distractions. Many people pride themselves on being "multi-taskers," but law school readings and studying (particularly during the first year and then later, as you study for the bar exam,) will require your undivided attention.
- Organize your life and aim to find ways to run your life more smoothly and efficiently. A simple task like organizing your school bag and review materials can save you time and allow for a more streamlined and organized way of studying for exams.

- Set realistic expectations for yourself. Recognize your limits – academically, mentally, and physically – and set your goals accordingly. Also, block off some personal time to spend on your favorite activities, whether it's exercise or a weekly dinner with family and friends: you must strive to maintain some balance as a law student in order to avoid law school burnout. Remember that while 90% of your law school class will NOT place in the top 10% of students, 100% of the class CAN find success in law school and beyond.

Excerpted from *Bar Essay BootCamp* by Michael L. Coyne, Joseph Devlin, Ursula Furi-Perry and Peter M. Malaguti.