

Time Management Guide for Law Students

Printable Reflection and Focus Worksheet

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Behind each audio file in this guide is years of experience, hours of research, and many pages of time management best practices. What you will hear are targeted, practical discussions to help you efficiently identify changes you can implement to steadily develop your own time management skills and practices. In other words, even though each audio file is short and manageable, you will find a significant amount of information and opportunity in each lesson. For example, you may find inspiration for a significant change to your own time management approach in as little as a few seconds of one audio file. As you will hear in the introductory files, you should take small steps forward, experimenting and implementing along the way. Trying to change too much too quickly will get in the way of your success. If you make consistent, bite-sized forward progress, this guide can help you both build a strong time management foundation and learn how to evolve your time management approach for a lifetime.

This worksheet can help you stay focused as you move through and implement this guide. All the best!

Before/as you get started

I'm committed to making progress through this guide. I will work on it each day/week at this time: _____ and this place: _____. I will not be available to others during that time, and I will disconnect from all distractions.

I'm using this guide because I want to (goals):

and when I accomplish that it's going to feel _____

Time management basics

Write down your current system. At the moment, the way I run things is: _____

And I'm already noticing that I can improve things by:

After listening to the time management basics lesson, the time management strategy I'm going to use is:

_____, but I know I can keep adjusting it over time as I need to. I'll revisit it on __/__/_____ to think about how it's working for me and what I may want to change.

To protect my new system and make sure I stick to it, I will:

Skills to enhance time management, efficiency, and effectiveness

The one skill I'm going to focus on building next is: _____,
and I'll do that by _____.

Troubleshooting time management issues

After using the Distraction Log worksheet, I discovered: _____

This is my plan for handling distractions until they aren't a big issue for me anymore:

1. When I get distracted by _____, I will handle it
by _____

2. When I get distracted by _____, I will handle it
by _____

3. When I get distracted by _____, I will handle it
by _____

Understanding your brain to maximize success

After listening to this section, the biggest issue I noticed and change I can next make in this area is: _____.

Continued development of time management skills

I'm committed to making this stick, so I will check in with this worksheet regularly to maintain these new changes & lessons. On ___/___/___, I will check this worksheet again to see if I'm ready to take next steps on any of the above items.

Big Takeaways Page

My favorite lessons, tips, realizations, and Ah-ha moments from this guide that I want to remember and revisit so I can really put them into practice and make changes that stick *(use to write down key concepts that click for you as you work your way through the guide)*:
























