

# Tips from Articling and Summer Law Students for Succeeding in the Virtual Work Environment



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## WORKING REMOTELY

***It is important to figure out what works best for you.***

***If you don't want to be on video, call in. If you need to***

***set boundaries, do so.*** There is a lot expected of you, but put yourself first – you will be most productive and make the best impression if you're checking in on the other aspects of your life. You have gotten where you are with hard work and balance. Keep that up and enjoy it!

*M. Watkins,*

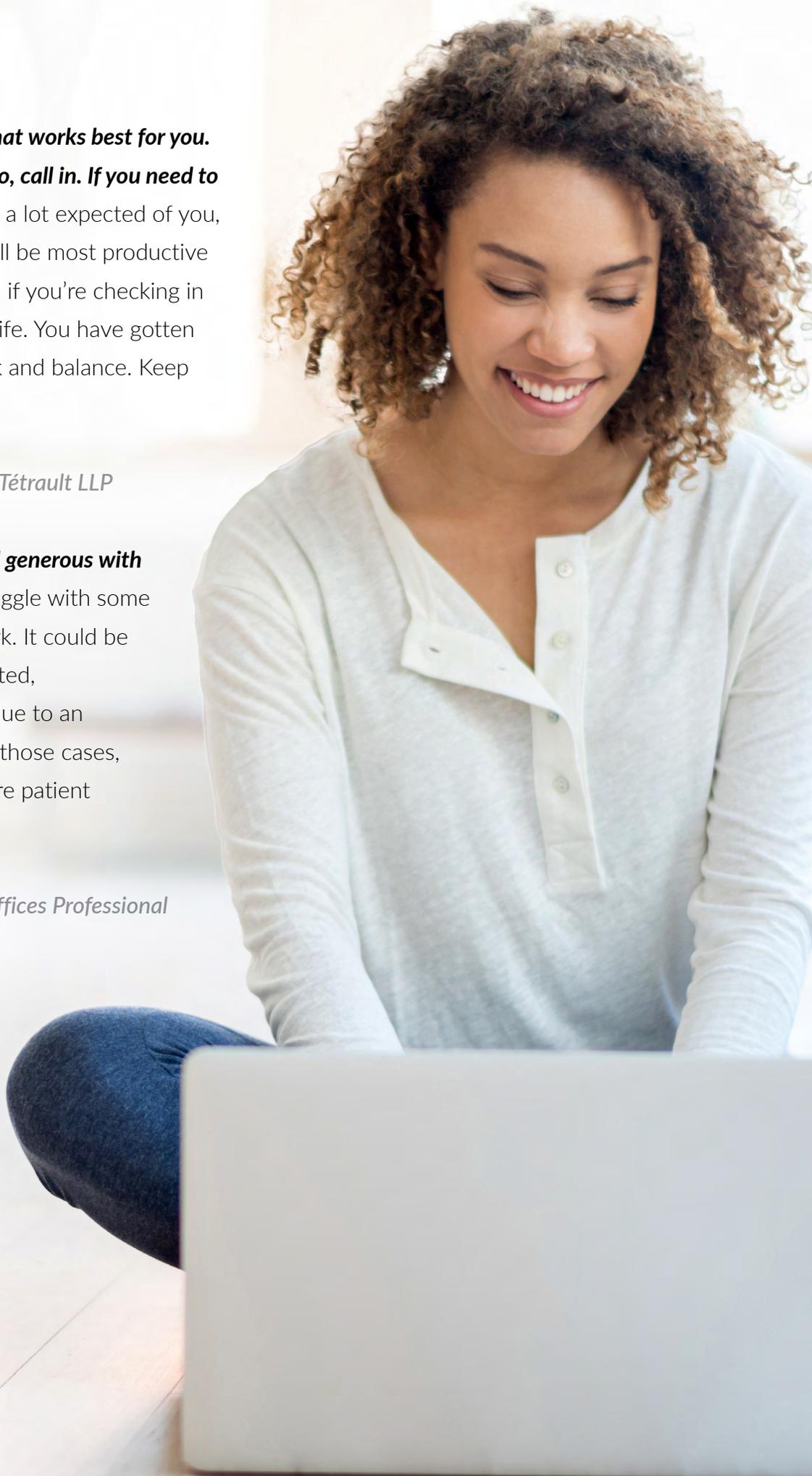
*Articling Student at McCarthy Tétrault LLP*

***Do your best to be patient and generous with***

***those around you,*** as they struggle with some of the nuances of remote work. It could be you who is accidentally unmuted, or impossible to understand due to an unstable connection – and in those cases, you'll appreciate those who are patient with you.

*J. Danto-Clancy,*

*Summer Student at PM Law Offices Professional Corporation*



## WELLNESS

Working from home can blur the distinctions between work and personal life, aggravating stressors to your mental and physical health. **Create delineations between work and personal life** in your home to help alleviate the feeling of always being on the clock. Set time aside to cook meals, taking walks, maintaining involvement in personal hobbies, and create an 'office space' in your home.

*C. Xavier Fernandes,*

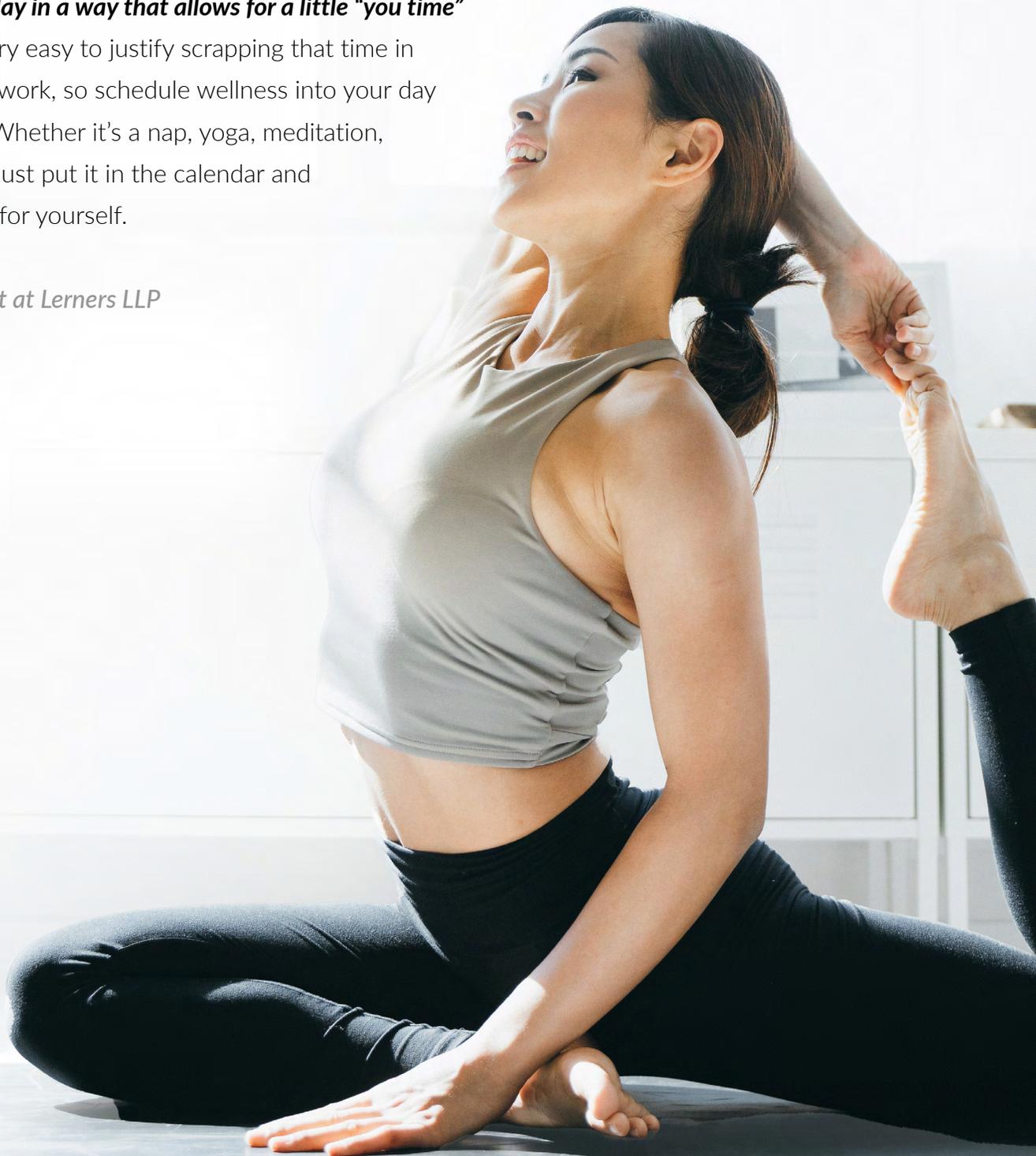
*Articling Student at Macdonald Sager Manis LLP*

**Structure your day in a way that allows for a little “you time”**

**each day.** It's very easy to justify scrapping that time in favour of more work, so schedule wellness into your day and stick to it! Whether it's a nap, yoga, meditation, or a brief walk, just put it in the calendar and block that time for yourself.

*C. Dias,*

*Articling Student at Lerner's LLP*



## **TIME MANAGEMENT**

While you will become more efficient over time when dealing with tasks, paying attention to how long it takes to complete them can be beneficial.

***By understanding the time required for a given file, you will better be able to understand your own abilities and what is needed to complete a task.*** Meticulously track billable and non-billable hours spent on files and ask colleagues about how they approached timing for tasks in a file.

Effective communication is key to ensuring supervising lawyers and clients understand the state of a file. If you are unable to meet a deadline for a task, communicate with the supervising lawyer to help manage expectations and ensure everyone is able to meet their professional obligations.

***Lawyers appreciate proactive accountability over reactive excuses.***

*C. Xavier Fernandes,  
Articling Student at Macdonald  
Sager Manis LLP*



## RELATIONSHIPS AND CONNECTIONS

Starting out as an articling student or a first-year lawyer during the pandemic can be incredibly challenging. ***Do not be afraid to reach out to other articling students or new calls in your office.***

Schedule a bi-weekly or monthly virtual meet-up where you can get to know one another, ask questions, and blow off steam.

Everyone else who is involved will appreciate it as much as you will!

*First-year Assistant Crown Attorney*

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