

Tips for Students from Students

STAYING ORGANIZED & TIME MANAGEMENT

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As someone involved in multiple things, staying organized and time management are key for me. Here are my top 6 tips:

#1: PRIORITIZE The first thing I do is prioritize my tasks weekly and then daily. You can colour code the importance of tasks or just do them in the order they need to be done. Sometimes I'll throw things on my task list that are easy and quick so I can feel accomplished by checking something off my to do list. A great planner is wonderful, but you can even use random pieces of paper, your notes app, or a Word/Google document, etc. I try and schedule tasks early so that I have buffer room in case something comes up and the task needs to be pushed back a bit.

#2: CALENDAR I find using a calendar to be helpful when scheduling meetings/social get togethers/study times, etc. It lets me know when I can have time to myself versus when I have a commitment versus when I have time to do schoolwork and focus on extra curriculars. Sometimes things will fall through the cracks, but that's okay. I prefer Google Calendar because you can link it to your Apple Calendar and have Google Calendar on your computer as well as on your phone.

#3: CREATE TIMELINES Review your daily tasks, weekly tasks, and monthly deadlines then create timelines for assignments. Set due dates for yourself and stick to them! I try and get my assignments done a couple of days before they are due, so I have some buffer time in case something happens.

#4: ACT When you are given a task or open an email or anything that requires you to take steps, do not store it in your mind for later. Write it down, put it in your calendar, reply to it asap, etc. Do not leave things for later, deal with them in the moment, even if it's a note reminding you to sit down and think about the task more thoroughly. This is especially important for those "easier" tasks that might not be as high priority.

#5: WORK WITH OTHERS If possible, create study groups or invite friends to the library or a Zoom session with you. These slotted in times of studying will keep you more accountable to do work. If you're in a study group, talking things out with others will be helpful. They do say teaching is the best way to learn!

#6: SELF CARE You cannot expect to be organized or use time management skills if you are not taking care of yourself. If you're studying and things are not making sense, you probably need a break and should listen to your body and mind! Schedule in tasks that are self-care, schedule in appointments with yourself on your calendar, have check ins with yourself, refresh a bit. If you want a balance in your career, it starts with school. You are a whole person outside of law school and you need to take time for yourself. Then you'll be able to perform your best!

The more you explore different ways to organize your life, the better you will become at it and eventually you'll find a system that works for you! Remember: you've got this!



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