

TIPS FOR STUDENTS FROM STUDENTS

Staying Organized in Law School

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Tip #1: Use an agenda

Using an agenda helps you keep track of due dates, have your schedule organized, and visually see what you need to do. It will help you keep track of your free time as well so that you can take breaks from school-related work. I personally use a Google calendar because it is readily accessible and can be synced to my phone. A physical agenda is also a great option.

Tip #2: Keep track of your work process

It's important to keep track of each step in your work. I like to make to-do lists of tasks I need to complete by the end of the day. Crossing off an item on a to-do list can help you gain a sense of accomplishment, and it keeps you motivated through the work. For assignments, I also like to make a work plan that lists out smaller tasks and an internal deadline for each task. This way, you can look ahead and know what to expect as the next step in your process. When you are working on a research paper, make sure to take advantage of the "Folders" function on Lexis+ to organize your research findings, as well as the "Research Map" to see your research history. Most importantly, please remember to back up all your files regularly for any unexpected tech failures!

Tip #3: Remember to take breaks

I cannot stress enough how important it is for students to take breaks. Whether you like to take a short walk outside, chat with friends, or watch your favourite TV show over a meal, remember to take some time away from school and give yourself a good rest before diving into your work again. Taking breaks can reduce your stress, and you will find yourself more productive and motivated.



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