

TIPS FOR STUDENTS FROM STUDENTS

STAYING ORGANIZED

By Francesca Griffin, University of Windsor, 2L

Law school can be a whirlwind, so staying organized is a crucial component of success. Here are some tips to help you develop your own organizational system:

Calendar System

Find a calendar system that suits your needs. Personally, I use Google Calendar, where I colour-code different commitments like work, class, appointments, and fitness. The user-friendly interface allows you to view it by month, week, day, or three days. I also sync my calendar with Apple Calendar on my MacBook. I check my Google Calendar at least 10 times daily to stay on track. If you prefer a more tactile approach, consider using a handheld agenda. The key is to keep track of your various engagements.

Time Blocking

For users of virtual calendar apps, try time blocking at the beginning of each week. Time blocking involves dividing your day into dedicated blocks for specific tasks. I incorporate my set schedule, and then further time block around those to specify tasks for each hour. While this may sound meticulous and may not suit everyone, this method helps me organize my day and ensure there's a designated time for each task.

Map Out Due Dates

Add every due date to your calendar at the start of the semester, clearly labelling them for easy identification. Sometimes, I even set due dates one day earlier than they actually are to ensure timely completion.



TIPS FOR STUDENTS FROM STUDENTS

To Do Lists

Create a to-do list at the beginning of each week and revisit it each night for the day ahead. Your to-do list will evolve throughout the day, so staying on top of it is crucial.

Write Everything Down

As a law student, you have a myriad of thoughts going through your brain at any given moment. It's easy to lose track of the little things. A quick way to solve this is to write everything down! Whether it's on your notes app, your agenda, your laptop, or on a napkin, don't trust yourself to remember it later. Transferring thoughts onto paper frees up valuable brain space for more critical tasks.

Take care of your health

Staying organized is impossible if you neglect your physical, mental, and emotional well-being. Health should be your top priority. Avoid cutting corners, especially when it comes to sleep, as that is when your brain recharges. The better you care for your health, the stronger, more productive, and more organized you'll be as a student!

Have a tip of your own that you want to share with Canadian law students across the country?

Email it to lawschools@lexisnexis.ca with Student Spotlight in the subject line for a chance to be featured in an upcoming Student Spotlight!

Follow LexisNexis Law Schools on social media for more student content!



[Inc_lawschools](#)



[LncForStudents](#)



[LexisNexis.ca/LawSchools](https://www.lexisnexis.ca/LawSchools)