


TIME MANAGEMENT WORKSHOP

BERKELEY LAW ACADEMIC SKILLS PROGRAM

WHERE DOES THE TIME GO?

- Attending class
- Reading and doing other work for classes
- Attending office hours
- Reviewing and outlining
- Writing out answers to hypos and practice exams
- Extracurricular activities (student orgs, journals, pro bono, activism, etc.)
- Personal time/self care
- Applying for jobs/interviewing
- Other obligations
- Stress, anxiety, procrastination

YOUR JOB AS A STUDENT

- Do the reading
 - Do other work for class
 - Attend class
 - Review/outline (start now and do it regularly)
 - Write out answers to hypos and practice exams
 - Attend office hours if you have questions
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WHEN TO DO IT?

September

Go to class
Read for class
Go to office hours
if you have
questions

October

Create a schedule
Read efficiently
Begin outlining
Write hypo
answers
Create a work plan
Office hours

November

Stick to your
schedule
Read efficiently
Outline
Practice exams
Office hours

Reading Week

Finish outlining
Practice exams
Create a schedule
for the exam period

TIME MANAGEMENT = ATTENTION MANAGEMENT



CREATE A SCHEDULE



**MINIMIZE
DISTRACTIONS**



**OVERCOME
PROCRASTINATION**

CREATE A SCHEDULE



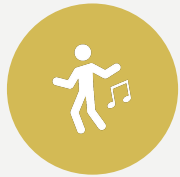
Reflect on when and where you study best



Break up the day into small chunks of time



Include breaks for other obligations



Breaks can be meals, movement, relaxing, checking email, etc.




Schedule more difficult tasks during your best study times

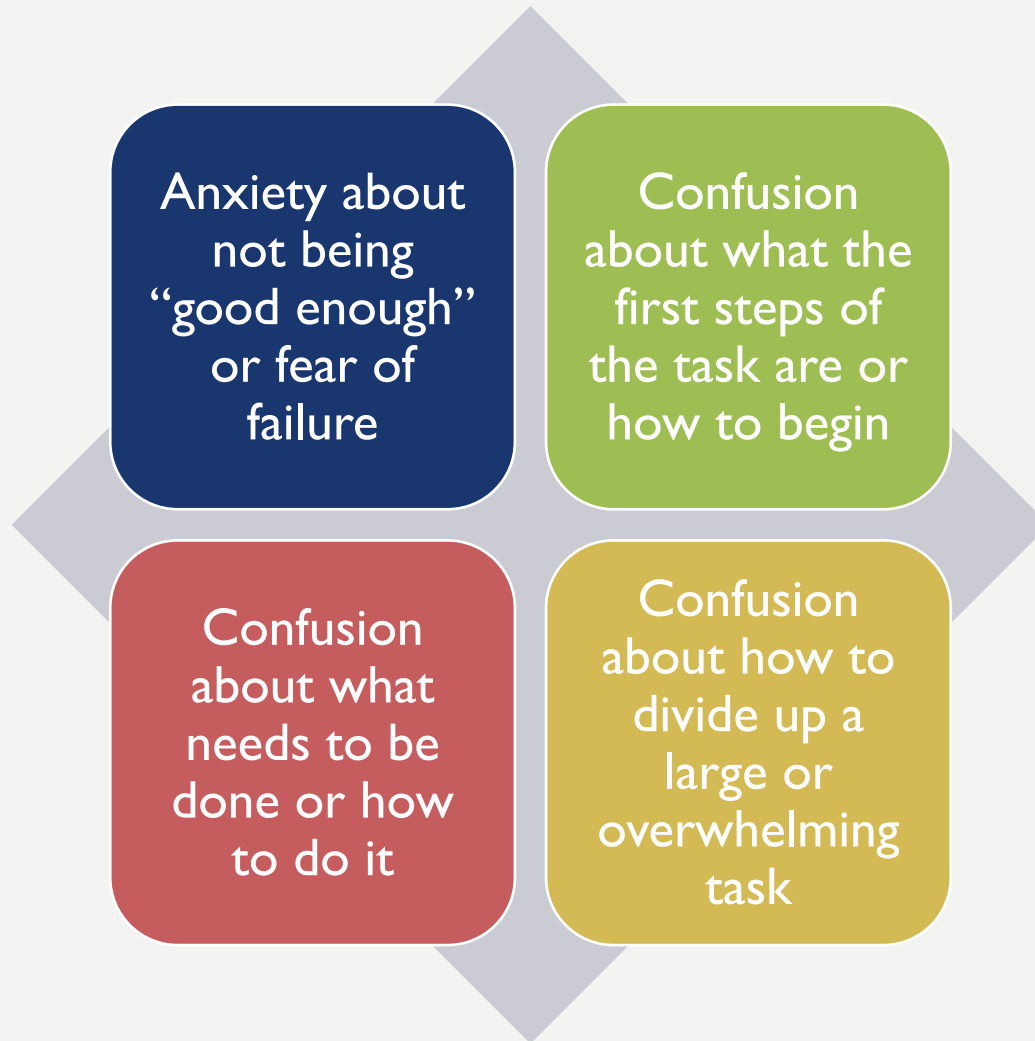


Be realistic

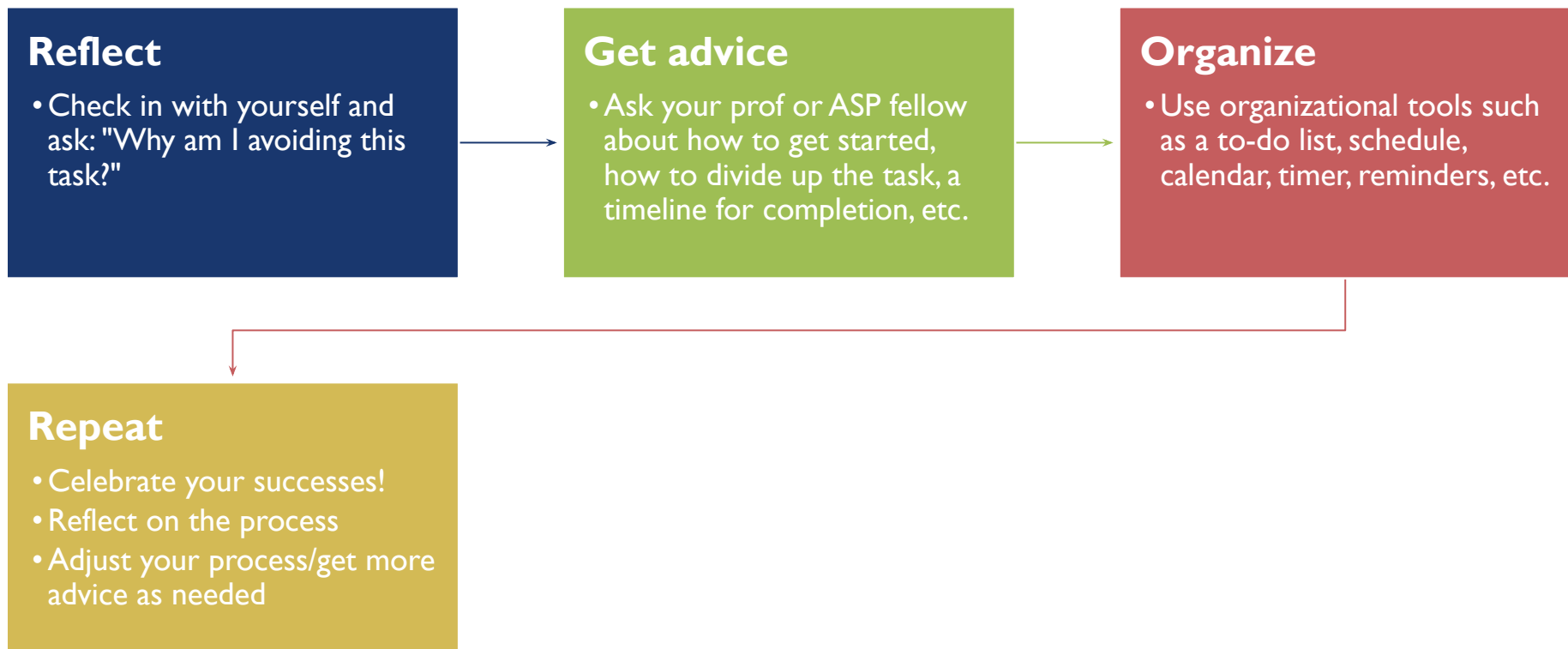
AVOIDING DISTRACTION AND PROCRASTINATION

- ✓ Avoid reinventing your schedule unless it's truly not working; go on "autopilot"
 - ✓ Pomodoro technique: use a timer to break down work into intervals separated by short breaks. Set specific goals for each small chunk of time.
 - ✓ Partner with a friend or study group to set goals and hold each other accountable
 - ✓ Be mindful and intentional about how you spend your time
 - ✓ When you are in class or studying, leave your phone in a different room. Check it during breaks or only during specific times.
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GET TO THE ROOT OF PROCRASTINATION



IDENTIFY & ADDRESS WHATEVER IS HOLDING YOU BACK



READ EFFICIENTLY

- Why is this case important/helpful? What does it tell us that we didn't already know?
 - Eliminate case briefs; take notes in the notes in the margins
 - Eliminate Quimbee and other aids unless on-call
 - Less focus on the case itself, more focus on why it is important
 - What can you take from the case that will help you on the exam?
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OUTLINING

- 1.** Remind yourself outlining is not Mt. Everest. Find a chunk of time and just start doing it. Set a timer and see what you can do in two hours.
- 2.** Use another student's outline or the course syllabus as a template. Make the outline specific to your professor.
- 3.** Choose a format that makes sense to you. Then start filling in the details.
- 4.** Review your class notes and pull out the important stuff □ *what will you need on the exam? Outline your exam answer in your outline.*
- 5.** Include cases, but not case briefs.
- 6.** Don't get lost in too many resources. It might be helpful to consult a commercial study aid, but you probably don't need more than one. Same thing with sample outlines from other students.
- 7.** Remember that an outline is a very personal tool; its value lies solely in how useful it is to *you* on the exam.

WHEN IN DOUBT, PRACTICE!

Practice and testing are highly effective learning methods. Passively reviewing/reading information is not.

Practice way more than you think! If you are wondering whether you should review your notes or do a hypo, do the hypo

First work through practice questions slowly to help you learn the material and develop a systematic approach

Later do timed practices to simulate the pressure/adrenaline

Compare your answer to a friend's or a sample answer – look for IRAC structure and a detailed analysis of the facts

TAKE CARE OF YOURSELF

- ✓ Develop a routine to facilitate good sleep (lots of [articles](#) on this)
 - ✓ Include movement in your schedule (walk/jog/roll, stretch, yoga, etc.)
 - ✓ Schedule time for loved ones and activities that make you happy
 - ✓ What will do you do when you feel stressed? Have a plan and write it down.
 - ✓ Practice [controlled breathing](#) and/or [meditate](#) ([UCLA has a free app](#))
 - ✓ Practice self-compassion and [other self-care strategies](#)
 - ✓ Communicate with your friends/family/partner about what you need or what they can do
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