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# 2024 Intensive Conference

**BRINGING THE BALANCE**

13 – 14 MARCH 2024 | NOVOTEL CANBERRA

The logo for actlaw society, with 'act' in orange, 'law' in white, and 'society' in grey, all on a dark blue background.

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# Time Management for New Lawyers

**PRESENTED BY AVERIL FOSTER AND CAITLIN MAHER**

Partner and New Lawyer, Foster Johnson

# FOSTER JOHNSON

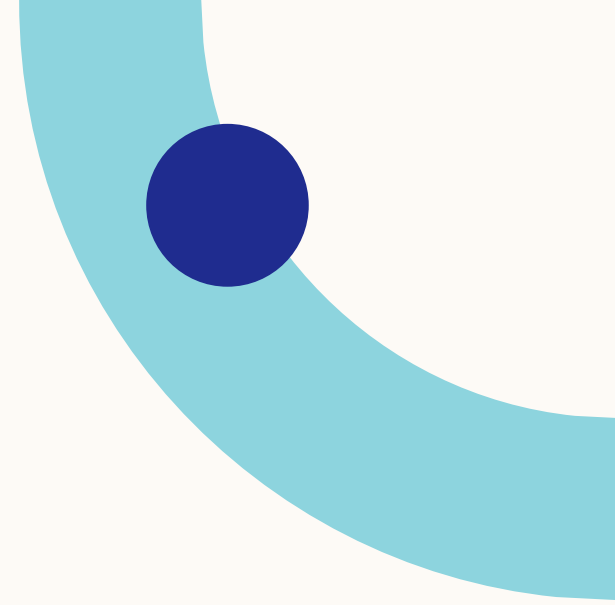
FAMILY AND COLLABORATIVE LAWYERS

## AGENDA

- How to manage time at work
- How to balance time between work and personal life



# HOW TO MANAGE TIME AT WORK



# BE SELF AWARE

When are you most productive?

- Organise your day around your most productive times
- Track your day on a timesheet, even when being unproductive

Are you easily distracted?

- Turn your phone on DND and let others know if you need uninterrupted time
- Turn off email notifications

Are you overwhelmed?

- Speak with your boss to let them know and help you understand why
- Come up with a plan to fix it



# MAXIMISE YOUR PRODUCTIVITY

- Use your calendar
  - Block out time for drafting or preparing
- Give yourself deadlines
- Have a system for tasks and resubs
- Dictation is your friend
- Clear your decks before starting something substantial
  - Save emails
  - Do small tasks
- Make a 'to do list'
- Learn how to prioritise

# MANAGE UP

Even managers need  
managing



Be brave and speak up



Ask for deadlines



Set realistic expectations

# DEVELOP HEALTHY WORK HABITS

- Give your brain a rest
- Don't work long hours
- Prioritise your lunch break (leave your desk)
- Share your load
- Never underestimate the value in a "power hour"





# HOW TO BALANCE YOUR WORK AND PERSONAL LIVES

# LIFE OUTSIDE OF WORK

- Be active
- Be social
- Make time to reset
- Plan events and holidays
- Maximise your time during work hours so that you can leave work at the office and be 'free' in your free time
- Learn how to SWITCH OFF! How do you switch off?

# ANY QUESTIONS? OR TIPS YOU CAN SHARE?

Averil Foster and Caitlin Maher

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