

Write the correct answers below

PRIORITISING YOUR WORKLOAD

It is difficult to prioritise work when on occasions it seems as though everything should be done at once! In order to prioritise your workload you need to be organised so that time is not wasted. It is logical to file papers away in their **relevant** folders at the earliest opportunity. Why leave important papers lying on your **desk?** If a document is urgently required it does not look professional to search through a pile of papers while your fee earner looks on. Poor working **practices** can result in time wasted and stress to yourself and your colleagues.

If you learn to make the best possible use of your time you will find that you are more productive and can meet deadlines as and when they **arise**. Here are some hints that should help you:

(1) It is a good idea to write a list of the things you need to do. In this way, nothing will be forgotten. There is a limit to how much information you can safely store in your head. This is especially the case when you are **exceptionally** busy.

(2) You now need to put your list into an appropriate order of urgency. Although all of your tasks may be important, **there** will always be some that are more urgent than others. Careful consideration will need to be given to the time frame and the people involved in the particular tasks. If your fee earner requires something to be done immediately, then it is important that this is done without delay. Ask yourself what would happen if you **didn't** complete it in the allocated time. When you have established this, then you can get on with your workload planning. A good way of doing this is to **separate** tasks into:

- top priority (those which **must** be completed today);
- **jobs** which **should** be completed today;
- tasks that you would prefer to complete today, but can wait **until** tomorrow;
- jobs where the deadline is a little way **off** and you can complete at a later date.

Then try to allocate a set amount of time to each task.

(3) There will be occasions when your **list's** order of priority must change. You should allow for this and be flexible in your approach. Your list will then need to be **adjusted** accordingly.

(4) It sounds an 'easy option' to delegate work. However, this is not the case. If you can see that you are not going to have the time to complete some urgently-required work, then it would be **advisable** to pass it to someone else to do. The person you delegate the work to, of course, must be competent and sufficiently skilled.

YOUR

relevant desk?

practices

arise.

exceptionally

there

didn't

separate

jobs (bullet point indented too far)

until

off

(3)

list's

adjusted

advisable

Write the correct answers below

Time management is essential in **today's** modern legal office. Managing your workload **effectively** is crucial to being an efficient worker. It is so important to be organised. **However**, what you feel are the important priorities can often be **quite** different from what your employer requires. Therefore, speak to your fee earner or supervisor to find out exactly what your role **entails** and what they consider are priority tasks. Ensure that you review them regularly with your supervisor so that you can react to any changes in priority.

Always try to keep your desk clear of clutter. You will then not be distracted by the piles of work waiting to be done. If you are required to conduct any interviews or record telephone conversations for **attendance** notes, ensure you do this immediately so that no important details are omitted. There will always be telephone calls during a normal working day and these will have to take priority.

Have you **heard** of the word '**procrastinate**'? This means to 'put off' doing something. We are all sometimes guilty of procrastinating when there is a job to be done that we **don't** particularly like. In the legal office, **procrastination** should be avoided at all times. The thought of still having to do the task we don't like doing can hang over us and can even start to dominate our thoughts when we should be getting on with other jobs.

If you still find there **are** not enough hours in the day, carefully **monitor** your time throughout the whole day. You may be surprised as to how the short chat to your colleague and the few minutes you have spent answering **non-urgent** mail all add up. This is time that could be put to better use. Effective prioritisation and time management can make a big difference to your working **day**.

today's

effectively

However,

quite

entails

attendance

heard

'procrastinate'

don't

procrastination

are

monitor

non-urgent
day.

