

The Employability Service

Task:

List below how you would prioritise your day: what action you plan to take, and why.

Once you have jotted down your actions consider:

Large tasks can be broken down into smaller 'pieces' – you can make a start and keep those involved informed of your progress: for example, you could make a start on the will for your client, call the client and update them on progress and discuss when would be a mutually convenient time to meet to review the draft will.

Delegate and seek help – is there anyone (another trainee, secretary, paralegal) who can 'make a start' on some of the larger or more complex pieces of work: for example, could another trainee begin work on the completion statement?