



Make a list

Start by making a list of everything you have to do. Break big tasks into smaller manageable chunks so they don't feel overwhelming and set realistic deadlines for each task.



Prioritise/ Eat the frog first

Decide what's most important and do it first. If there's a difficult, unpleasant task, or one you've been putting off, just do it, and do it right away.



Task blocking

Estimate how long certain tasks will take and block out time in your calendar to complete them. Work out what times of day suit you to complete certain tasks, you might be better at drafting a document first thing and want to save admin for the afternoon.



Make a start

It's easy to say just do it – but sometimes exactly what you need to do is just make a start on something. It doesn't have to be perfect.



Work on one task at a time

We're all guilty of flitting between tasks then ending the day with lots of tabs open and nothing completed. Try to focus on one thing at a time.



Remove distraction

Turn off your phone and email notifications so you don't get distracted when completing certain tasks. You can also block your access to social media on your phone during certain times of day. Be tidy and organised – only keep on your desk what is really important for that day.



Turn key tasks into habits

We are all creatures of habit. If you have a regular task you struggle to complete, try doing it at the same time for 3-4 weeks. It will soon become a habit and you will do it without even thinking about it.



Build in rewards

Reward yourself for meeting deadlines. Perhaps make a deal with yourself that you'll get a coffee after you've completed a certain task, or you'll go for a walk after clearing your inbox. Short breaks and time away from your desk improve your energy and focus.



Learn to say no

Often we feel overwhelmed because we have just taken too much on, making it very difficult to manage our time. You don't have to say yes to everything, and if you cannot do something within a particular time frame then don't be afraid to say so.



Look after yourself

Exercise, a good diet, sleep, social interaction are all essential to our mental health as well as our physical health. Remember you can't pour from an empty cup, no matter how well you manage your time.

For emotional support call

0800 279 6888

Access webchat, email support, factsheets
and other resources at www.lawcare.org.uk



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