



Top 5 Summer Tips: Time Management

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This practice note outlines five practical tips you can use as a summer associate to help you with time management. Time management is an important skill for every young attorney to develop. For many of you, this will be the first time that you are working in a corporate environment and handling numerous different assignments with relatively short deadlines. It is important to stay organized and manage your time properly so that you can produce quality work product and finish your assignments on a timely basis. The following tips will help you manage your time efficiently.

1. Communicate.

It is important to communicate with the attorney assigning you work. When receiving your assignment, you should ask what the timing on the project is and share any potential conflicts. The earlier the assigning attorney knows about a conflict, the sooner he or she can make alternative arrangements if necessary so that the project does not get delayed. If you receive an assignment and you think that you are too busy to complete it, let the assigning attorney know so that he or she can decide if it makes sense to find someone else to help. Similarly, if the assignment is taking longer than you expected and you might not make the deadline, give the assigning attorney a status update including how much extra time you think you may need.

2. Make time for summer program activities.

Summer associate outings are important parts of the summer program. They're meant to give you the opportunity to meet many different attorneys at the firm and learn about the various practice groups. If the timing on an assignment conflicts with a summer associate activity, it is perfectly acceptable to let the assigning attorney know and ask if you can continue working on the assignment after the scheduled outing. Partners and associates aren't always aware of outings that the recruiting department has planned for you. If an attorney gives you an assignment right before an outing, don't assume that means that you should skip the social event in favor of getting right to work on the assignment (although depending on internal and external client needs, sometimes missing an event may be unavoidable, and your first priority should always be client work).

3. Don't focus on the bill.

You should not feel rushed to finish an assignment as quickly as possible. You will be new to the practice of law, and it is normal for assignments to take you longer to complete at first. Your primary focus should not be how

much your portion of the bill will add up to. The firm's clients are paying for quality work product and that should be your main priority (along with completing the work in an efficient manner). More senior lawyers will review your time before sending a bill to clients and adjust the invoice appropriately.

4. Develop a game plan.

Often, your supervising attorney will give you general instructions on what your assignment is, but they won't explain to you exactly how something should be done or the steps involved to accomplish it. Before diving into the task, think about whether the approach you're considering is the most efficient method. Would making some blacklines help speed up the task? Is there recent precedent that would be helpful to review? If you're not sure of the best approach, instead of spinning your wheels and spending a lot of time trying to figure out how to complete the assignment, go back to the assigning attorney. Speak to them about the approach that you thought of and ask them if they have any recommendations or additional guidance. It can also be helpful to make a to-do list at the end of each day so that you can come into the office the next morning with a clear list of what you need to accomplish for that day.

5. Focus.

If you're on several different matters at the same time, try to focus on one task at a time, to the extent possible, and get your work done systematically. It can be tempting to jump quickly from one matter to the other as e-mails come in, but you will find that you'll be more productive if you continue on one task until it is complete or you reach a natural place to pause your work. Of course, you should still monitor e-mails as you receive them and answer your phone in case you're needed on an urgent matter.



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Mr. Hayek played a lead role on the Fried Frank team that was awarded the 2017 IFLR Equity Deal of the Year for its work as counsel to the underwriters on Athene Holding's US\$1.25b IPO, which was one of the top three IPOs globally in 2016 by size. Law360 selected Mr. Hayek as a 2017 "Rising Star" recognizing him as one of the five leading attorneys in capital markets under 40. In 2017, Legal 500 recognized Mr. Hayek as a "Next Generation Lawyer" in the US Capital Markets category.