

LAW SCHOOL SUCCESS

Law School Weekly Planner

A repeatable system for readings, outlines, writing, recruiting, deadlines, and recovery - without treating every task as equally urgent.

Plan the week by outcomes, then assign tasks to specific blocks of time. The goal is not to fill every hour. It is to protect the work that matters most.

1. WEEKLY PRIORITIES

The single most important academic outcome this week

The single most important professional or career outcome

The task I am most likely to avoid

Priority	Why it matters	Deadline	First concrete action
1			
2			
3			

2. Weekly time map

Enter fixed commitments first. Then protect focused blocks for preparation, writing, outlining, career work, and recovery.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Morning						
Midday						
Afternoon						
Evening						

Fixed commitments to enter first

- ☐ Classes, office hours, work, clinic, commuting, and appointments
- ☐ Assignment and exam deadlines
- ☐ Recruiting events, interviews, networking, and application deadlines
- ☐ Sleep, meals, movement, and one meaningful recovery block

3. Course and assignment tracker

Course / project	Reading or task	Class / due date	Outline or review step	Done

Writing workflow

Stage	Planned block	Question to answer before moving on
Understand the assignment		What exactly is being asked, for whom, and under what constraints?
Research and rule synthesis		What authorities and standards control?
Structure		What is the clearest order for the analysis?
Draft		Does every paragraph perform a defined job?
Revise and proofread		Is the analysis precise, complete, and professionally presented?

4. Weekly review

What created the most progress?

What took longer than expected and why?

What did I avoid or postpone?

What feedback or information do I need?

What will I change next week?

Reset checklist

- ☐ Update every deadline and calendar entry.
- ☐ Move incomplete tasks intentionally - do not simply copy the entire list.
- ☐ Choose next week's top three priorities.
- ☐ Schedule the first work block for the hardest priority.
- ☐ Identify one person to contact for help, feedback, or information.

Important: This resource is general educational material. It is not legal advice, does not create an attorney-client relationship, and does not guarantee admission, grades, employment, examination results, licensure, or any other outcome.

Learn more or request coaching at lawcoachllc.com.