
JOHNSTON WRITES ON “TIME MANAGEMENT FOR YOUNG LAWYERS”

Author(s): Trainor Fairbrook

Heather Johnston, a Trainor Fairbrook Transactional Department shareholder who is very active in the American Bar Association, wrote “Time Management for Young Lawyers,” in a recent ABA publication. In her article, she offered the following seven tips on time management:

- Do not multitask
- Do the worst task first
- Designate specific times for checking e-mail
- Make lists
- Take conscious breaks
- Schedule your week in advance
- Clear your desk at the end of the day

Ms. Johnston’s practice focuses on commercial real estate matters related to the acquisition, ownership and disposition of real property, including purchase and sale transactions, development, financing, leasing, title matters, easements and CC&Rs.