

## “Downtime” ROI

The “downtime” between the high demand periods of a lawyer’s year have the potential to serve as periods of strategic investment in career and self. However, these periods of high potential are often more characterized by high anxiety and stagnation than by positivity and productivity. Anxiety over the next storm of work and/or a lack of work and fear about the inability to meet billable hours dominates during a time when taking thoughtful steps to set oneself up for success is practical and actionable. Developing a plan for how to best use your “downtime” transforms a period usually characterized by low productivity and high anxiety into a time focused on personal and professional development.

This worksheet poses questions designed to help you identify goals to pursue during professional lulls. It is self-care for your professional self. Pursuing these goals when you have the time to do so is an investment in your career that simultaneously helps reduce anxiety over lack of work in the future.

Business Development	Who works in the field in which you want to focus? <ul style="list-style-type: none"> <li>- How can you get to know them and their work better?</li> <li>- How can you be of service to them?</li> </ul> Who works in adjacent areas of interest? <ul style="list-style-type: none"> <li>- How can you get to know them and their work better?</li> <li>- How can you be of service to them?</li> </ul>
Skills Development	What do you want to do more of? What do you want to learn? What do you want to improve on? What do you want the opportunity to do?  What people and institutions have the resources to help you achieve your answers?
Relationship Maintenance	Who has supported you during times of high demand and/or stress? <ul style="list-style-type: none"> <li>- How can you express appreciation for their support?</li> <li>- How can you support them?</li> </ul> Who have you lost contact with during times of high demand and/or stress? <ul style="list-style-type: none"> <li>- How can you reconnect?</li> </ul>
Systems Improvement	Are your contacts updated and streamlined? Are you calendars synced and streamlined? How and when did your systems or lack thereof fail you during times of high demand and/or stress?