

Summer Associate Practical Tips

1. Billing – write it down as you are doing it; don't wait until the end of the day.
2. Self-promotion – toot your own horn.
3. Paraphrase/confirm assignments – make sure you and your assigning attorney are on the same page.
4. Core Values – adhere to them.
5. Be good to staff and they'll be good to you (& it's expected).
6. Spell check emails.
7. Know when to say no – don't spread yourself too thin, the work will suffer.
8. Don't ever feel inadequate; there are lots of successful lawyers who aren't necessarily that good at what they do – don't be intimidated.
9. Start developing potential sources of business – never too early – law school classmates, et al.