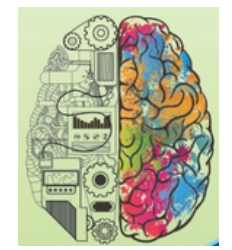


Executive Functioning for Law Students

Student Wellbeing



PETER A. ALLARD
SCHOOL OF LAW
THE UNIVERSITY OF BRITISH COLUMBIA



Learn **skills** that
are essential to
success in
law school and
law practice

Create systems that work
for you, including:
using a planner
prioritising
managing time
staying focused
procrastination



**Bena Stock LL.B., M.C., R.C.C. now offers
executive functioning skill development
for Allard law students!**

Students can then be reimbursed through their StudentCare funds.

Bena Stock
Counselling & Consulting

*Bena practised law for 24 years,
before moving into counselling and
consulting. Bena believes in strength-based
counselling, and is a law firm workplace
wellness consultant.*

**To access Bena's services email her stating you are an
Allard student wanting executive functioning counselling
counselling@benastock.com www.benastock.com**

for more
information



or contact Anna Kline
kline@allard.ubc.ca

Executive Functioning for Law Students

Set yourself up for success by learning how to create time management and organization systems that work for you. These skills are essential to running a successful law practice and will help you succeed in your academic career. This initiative covers the following topics:

1. Using a planner

Proper prior planning prevents poor performance. Learn strategies to manage your tasks and understand how working from a planner can improve productivity, and make you feel more positive, creative, and confident.

2. Prioritizing

Learning how to prioritize tasks is essential to completing them. Establishing priorities allows you to take positive action which leads to valuable outcomes. Failing to prioritize can lead you to spend too much time working on minor tasks, until you run out of time to competently complete the larger ones. The larger tasks are invariably the ones that are most important.

3. Managing time

Most lawyers sell their time. The sooner you learn how to manage your time efficiently, the more productive you will be. Understanding when and where you do your best work, why you get distracted, and the distinction between what is urgent and important, and what is urgent and not important, is key to better time management. Learn how time blocking and setting boundaries can help you manage your time.

4. Staying focused

By concentrating single-mindedly on your most important task, you can reduce the time required to complete it by 50 percent or more. Understand the perils of task shifting and learn different strategies to help you stay focused so you can complete your tasks.

5. Procrastination

Impulsiveness, perfectionism, and the characteristics of the task all contribute to procrastination. Many people don't realize they procrastinate because they fear negative feedback. Striving for excellence instead of perfection can help curb procrastination. Learn practical strategies to achieve high levels of performance and productivity.

Bena Stock's Biography

Bena Stock LL.B., M.C., R.C.C.

Bena is a former litigation lawyer. She practised law for 24 years, primarily in the areas of professional negligence and insurance defence; 21 years at Harper Grey LLP, and 2 1/2 years at the Lawyers Insurance Fund, now the Lawyers Indemnity Fund. While working at LIF as claims counsel, she discovered that the role she enjoyed most was helping lawyers with the emotions that sometimes accompanied reporting an error or a possible error. She decided to retire from law to obtain a master's degree in counselling so she could make lawyer well-being her full-time job.

Bena is the founder of Bena Stock Counselling & Consulting. She is a Registered Clinical Counsellor and a member of the British Columbia Association of Clinical Counsellors. Bena is also a former Associate Director of the Lawyers Assistance Program of BC. She has helped many clients in the areas of anxiety, depression, anger management, relationships, as well as career coaching, and career transition. Bena believes in strength-based counselling and works toward helping clients discover and build on their strengths, while learning new strategies to overcome life's challenges.

She is a frequent presenter to law firms and legal organizations on topics relating to lawyer wellness, including how to maximize mentoring, time management, bolstering resilience, and overcoming procrastination, to name a few. She is also a law firm workplace wellness consultant.

Bena is married to a commercial litigator and together they raised two daughters, so she knows the joys and challenges of balancing career and family. She also believes in giving back to her community and was formerly on the Board of the North Shore Family Court and Youth Justice Committee, and the North Shore Restorative Justice Society.

Bena is an avid road cyclist and has participated in several grand fondos in BC and Europe. She also enjoys hiking, skiing, and cooking, and has a third-degree black belt in Tae Kwon Do.

Bena can be reached by phone at 604-338-9896 or by email at counselling@benastock.com.