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## 100 Plus Pointers

### for New Lawyers on Adjusting to Your Job

by Sharon Meit Abrahams

edited by Kathy Morris

An American Bar Association Publication from the ABA Career Resource Center in cooperation with the ABA Young Lawyers Division

**T**ransitioning from law school into your first official legal job is no easy task, and the ABA Career Resource Center has developed guideposts to help you overcome feeling overwhelmed. "100 Plus Pointers for New Lawyers on Adjusting to Your Job" guides lawyers and law students through what you need to know, from how to work with your new boss to how to keep the copy machine working. Get oriented to the working world through this electronic set of 100 Plus tailored tips, tactics, and tools for early success in the legal profession.

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- I. Orienting to Your New Law Firm\*
- II. Using Technology Wisely
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- IV. Dealing with Administrative Matters
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- VII. Focusing on Marketing and Business Development
- VIII. Addressing Tactics and Tools

#### Representative Pointers Include:

##### Pointer # 26

##### **Understanding Online Research Economics**

You no longer have unlimited, free access to popular online legal research systems. Remember to inquire about the specific pricing structure your firm contracts for with vendors, as the agreed-upon pricing may vary. Contact your administrator or the firm's provider representative to get a full understanding of how and for what the firm will be charged before you go online.

##### Pointer # 48

##### **Making Mistakes**

No one expects you to know everything. Be sure to ask for help and learn as much as you can from others' mistakes and examples. If you do make a mistake, let your supervising attorney know immediately. The more you try to correct a problem, the worse it might become. Most likely, after you feel the terror, he or she will admit having been in the same or a similar situation.

##### Pointer # 82

##### **Recognizing Your Internal Clients**

Do not be lulled into thinking the only clients you have are those who pay the firm. In fact, your primary clients as a new attorney are the partners and more senior associates you serve and assist. Responsiveness and eagerness are attributes these clients want and deserve from you, as well.

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**Download 100 Plus Pointers from the ABA Career Counsel website, [www.abanet.org/careercounsel](http://www.abanet.org/careercounsel), for \$9.95. Bulk pricing also is available.**

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#### About the Author:

*Dr. Sharon Meit Abrahams has 20 years of experience in the training and education field, and long-time, specific experience in lawyers training. She currently serves as Director of Professional Development for the international law firm of McDermott Will & Emery LLP, and holds a master's degree in training and education and doctorate in adult education.*

#### About the Editor:

*Kathy Morris is an attorney and Director of the ABA Career Resource Center. She previously served as Director of Professional Development at a 400-attorney multi-office law firm in Chicago.*