

## Vacation Scheme Log Book: Daily Checklist

*The following is a list of questions you should be asking yourself when reflecting on your activity each day. Doing this on a day by day basis will allow you to have a bank of experiences to reflect upon in the conversion interview. Remember, simply stating you did something is not enough, you must be able to show that you learnt from it. Below is a guiding template and you should go in further depth where applicable. The more you fill in each day, the easier your conversion interview preparation will be!*

- What tasks have I completed?
  - What did it entail?
  - What did I learn from doing it?
  - Is there anything I didn't understand about it? Have I sought relevant help if yes?
  - Did I enjoy doing it? Why?
  - Has this helped me better understand the role of a lawyer? How?
- What Classroom-based presentations did I attend?
  - Who delivered them?
  - What did I learn from them?
  - What has it taught me about working at X?
  - Was it something I would want to follow up on?
  - Is there anything I didn't understand? Have I sought to rectify this?
- Who I have interacted with at the firm today? (coffees or otherwise)
  - What did we speak about?
  - What did I learn that I didn't know before?
  - How has this altered my decision to want to work at the firm?
- Am I on top of any group project?
  - Do I understand my role?
  - Am I on schedule to get my work done on time?
  - Have I checked in to see if everyone else is on top of everything?
- Have I made a to-do list for what I have to do tomorrow?