

26 LAWYERING EFFECTIVENESS FACTORS (SKILLS) INVENTORY

In a study completed by Berkeley academics Marjorie M. Schultz and Sheldon Zedeck, lawyers, professors, law students, judges, and some clients were surveyed and asked to report the factors that made attorneys effective in practice. Those 26 skills appear below under eight umbrella categories. Identify the skills you possess. You will have dozens of opportunities to develop and build on these skills in law school.

Please circle the number corresponding to your level of experience with each of these skills.

1 = Little to no experience with this skill 2 = Moderate experience with this skill 3 = Lots of experience with this skill

INTELLECTUAL & COGNITIVE

Analysis & Reasoning	1	2	3
Creativity/Innovation	1	2	3
Problem Solving	1	2	3
Practical Judgment	1	2	3

RESEARCH & GATHERING

Researching the Law	1	2	3
Fact Finding	1	2	3
Questioning & Interviewing	1	2	3
Communications	1	2	3

INFLUENCING & ADVOCATING

Writing	1	2	3
Speaking	1	2	3
Listening	1	2	3

PLANNING & ORGANIZING

Strategic Planning	1	2	3
Organizing and Managing One's Own Work	1	2	3
Organizing and Managing Others	1	2	3

CONFLICT RESOLUTION

Negotiation Skills	1	2	3
Able to see the World through the Eyes of Others	1	2	3

CLIENT & BUSINESS RELATIONS - ENTREPRENEURSHIP

Networking & Business Development	1	2	3
Providing Advice & Counsel & Building Relationships with Clients	1	2	3

WORKING WITH OTHERS

Developing Relationships within the Legal Profession	1	2	3
Evaluation, Development & Mentoring	1	2	3

CHARACTER

Passion & Engagement	1	2	3
Diligence	1	2	3
Integrity/Honesty	1	2	3
Stress Management	1	2	3
Community Involvement & Service	1	2	3
Self-Development	1	2	3

GETTING STARTED

USING YOUR SKILLS

Select your top 5 skills from the prior exercise - 26 Lawyering Effectiveness Factors (Skills) Inventory – and consider examples of times you have used each one. You will use this information in creating your application materials as well as preparing for interviews.

SKILL	ANECDOTE
Example: Strategic Planning Category – Planning & Organizing	Co-President of Georgetown Entertainment & Media Alliance – with responsibility for event planning and budget management. We hosted four panels of speakers during the year, and I had to manage invites, scheduling conflicts (internal and external), and budget. Accidently scheduled one panel during Final Four, but was able to change time slightly and make the media coverage of the games a topic for the panel.