



Legal productivity expert Irwin Karp is back by demand!



Multitasking Gone Mad: How to Practice Law Effectively in a Wired, Demanding, Distracting World

Wednesday, March 7, 2018

Live webinar with chat

*includes 30 day replay**

9:00 am – 10:30 am (Pacific)

10:00 am – 11:30 am (Mountain)

11:00 am – 12:30 pm (Central)

12:00 pm – 1:30 pm (Eastern)

1:00 pm – 2:30 pm (Atlantic)

*This program features real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live Q & A. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.

WHO SHOULD ATTEND

This program will benefit all lawyers who want to stay focused on client tasks, better manage email and phone distractions, and be more productive.

ABOUT THE PROGRAM

Multitasking has been defined as doing two or more things at the same time, none of them well. Yet, despite the obvious limitations, most lawyers attempt to multitask their way through each day to the detriment of their clients (and their general well-being and happiness). In this important and timely webinar, lawyer and legal productivity expert Irwin Karp will address the emotional and physiological consequences of always being connected, as well as the potential negative impacts on the quality of your work, stress level, attention span, and ability to think critically.

In just 90 short minutes, you will learn:

- the pitfalls of multitasking, especially when it comes to competent and diligent representation, and client communication
- techniques for managing competing demands
- how to cope with technology-related distractions
- how to focus on each matter by developing and implementing a daily action plan

Don't let multitasking land you in disciplinary trouble! Register today and learn how to make sure technology works for you, not against you!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Introduction

Definition of Multitasking

Examples of Multitasking (Task Switching Culprits)

Importance of Focus: Working on Priorities

Adverse Impacts of Multi-Tasking

How to Focus, Rather than Multitask

Developing and Implementing a Personal Action Plan

Program Wrap-up and Evaluation

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Reviews from past program attendees:

- “Simple understandable answers to everyday problems.”
- “Great, practical, real-life examples and tips. I would highly recommend it.”
- “I recommend this class and instructor for everyone as mandatory training.”
- “Excellent and informative presentation. The materials have proven invaluable.”
- “Excellent presenter – right blend of sense of humour and presentation of material.”
- “Entirely relevant to my job and the realities of the job.”



BC: This program has been approved for 1.5 CPD hours of professional responsibility and ethics, client care & relations, and/or practice management.

ON: This program contains 1.5 Professionalism hours.

SK: CPD application is pending.

NB: CPD application is pending.

Lawyers in other mandatory CPD jurisdictions may count their attendance towards their CPD requirement/plan.

Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Upper Canada and a pre-approved CPD Provider of the Law Society of British Columbia.

Meet Your Presenter, Irwin Karp



Irwin Karp is a leading legal time management expert. A practicing lawyer for over 30 years (including 17 years as the managing partner of a small environmental law firm) he understands the challenges of effective time management and competing priorities.

Fifteen years ago he started Productive Time, providing productivity and time management consulting to bar associations, law firms, and in-house legal departments. Since then, he has helped thousands of lawyers across Canada and the US to be more productive.

Irwin is a member of the State Bar of California, and previously served as Special Advisor to the Executive Committee of the Law Practice Management & Technology Section of the California Bar. He is a graduate of George Washington University Law School. He lives and works in Sacramento, California.

✓ **Yes, I want to attend Multitasking Gone Mad with Irwin Karp**

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REGISTRATION FEE (with ON HST*):

On or before February 8, 2018: \$135.00 + \$17.55 (13%) HST* = \$152.55 - Save \$25.00!

After February 8, 2018: \$160.00 + \$20.80 (13%) HST* = \$180.80

**If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in ON. 15% in NS, NB, PEI & NL.*

Register online: <http://seminarpartners.ca/register-for-courses/>

Register by mail, fax or phone: Return this form with payment to Jennifer Snoyer, Finance and Communications Coordinator, Seminar Partners, 2300 Yonge Street, Suite 1600, Toronto, ON M4P 1E4 Tel. 1.866.606.4212 or 647.352.8633 Fax 416.549.1619. Email: jennifer@seminarpartners.ca. Registration fee is refundable less \$50 admin fee if written cancellation received 10 working days before the program. No refunds will be made after the cancellation date. Program content, speakers and location may change without notice. See our website for all policies. In the event of program cancellation, our liability is limited to refund of registration fees. GST/HST #848208492

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