



Optimize your work day!



Time Management for Lawyers Part 2: How to be Productive Throughout the Day

with Meg Spencer Dixon

Thursday, May 31, 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 is designed for all lawyers who want to be more productive and less stressed on a daily basis.

ABOUT THE PROGRAM

Too much to do and not enough time to do it? Good organization and time management skills are crucial elements of a successful and satisfying legal career, and also critical skills required to meet important ethical obligations. If your typical work day consists of jumping from one “almost overdue” project to another, then it's time to learn some proven time management techniques. Designed to address lawyers’ unique organizational and time challenges, this fun, 90 minute webinar with lawyer and leading legal productivity expert Meg Spencer Dixon will offer dozens of practical tips and techniques to help you:

- start and keep working
- limit interruptions
- delegate effectively
- stay motivated
- avoid habits that lead to errors and omissions; and,
- eliminate procrastination

Applying even a few of the techniques taught will make a significant difference in your work and your life. Register today and learn how to increase your productivity and achieve your goals on a daily basis!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Time Management Throughout The Day

- Getting Down to Work
- Managing Interruptions (External and Internal)
- Effective Delegation
- Keeping Accurate Time Records: Don't Sell Yourself Short (or Long)

Maintaining Momentum

- Self-Motivation
- Keeping Your Life in Balance
- Minimizing Procrastination

Conclusion and Challenges

Program Wrap-up and Evaluation

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Praise for Meg Spencer Dixon:

- “Well worth my time. The skills taught during this course are skills lawyers use every day.”
- “Great seminar. Can't wait to get back to my desk and start implementing the techniques.”
- “Meg is off the charts wonderful! Clear, succinct, thorough, humorous, inspiring.”
- “Lots of great tips. The handouts are helpful too.”
- “Interesting and informative. Exceeded my expectations.”
- “Excellent presenter... clearly had knowledge about the topic, and used interesting anecdotes.”
- “Materials were clear, practical and professional. Presentation was focused and well-planned.”

Meet your Presenter



Meg Spencer Dixon is a lawyer and consultant specializing in time management, project management, and stress management seminars for lawyers and legal professionals. She has an undergraduate degree in economics from Princeton University and a law degree from Stanford Law School. In 1992, Meg left the litigation and energy groups in Shaw Pittman (Washington, D.C.) to found Spencer Consulting, and since then has been conducting public and in-house legal seminars on productivity-related topics. Meg is a highly sought-after presenter, and has authored numerous articles for the ABA and other publishers.



ON: This program contains 1.5 Professionalism hours.

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

SK: This program has been approved for 1.5 CPD hours, all of which qualifies as ethics.

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 Ontario and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ Yes, I want to attend **Time Management for Lawyers: How to Be Productive Throughout the Day**

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* Materials will be distributed electronically in advance. Live webinars feature real-time audio of the presenter with synchronized presentation slides, and a chat feature that allows for live questions and verbal responses by the presenter. The recording of the webinar is available for 30 days.

REGISTRATION FEE (with ON HST*):

On or before May 10, 2018: \$135.00 + \$17.55 (13%) HST* = \$152.55 - Save \$25.00!

After May 10, 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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