



In-person Toronto
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**Get Organized &
Get Things Done:**
*Real Time Management
for Lawyers*

Monday, September 28, 2015

Live in-person

1:00 pm – 4:00 pm (Eastern)

Global Knowledge Training Centre
2 Bloor St. E., 31st Floor • Toronto

Live webcast on your computer

*with free 30 day replay**

10:00 am – 1:00 pm (Pacific)

11:00 am – 2:00 pm (Mountain)

12:00 pm – 3:00 pm (Central)

1:00 pm – 4:00 pm (Eastern)

2:00 pm – 5:00 pm (Atlantic)

This webcast allows for live interaction between attendees and the presenter, including the ability to ask questions by web chat, and receive live answers by video. 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 work faster and smarter.

About the Program

Are you carrying a heavy case load, completing work at the last minute, plagued by constant interruptions, inundated with information, drowning in paper, overloaded by email, handling too much work yourself, or spending too much time at the office? In short, do you have too much to do and not enough time? This fast-paced and entertaining seminar provides practical and effective skills and techniques for better managing your time, projects, paper, email, information, staff, and ultimately, yourself. Learn how to take control of your workload, manage your busy schedule, focus on your priorities, meet your deadlines with less stress, make your workday more productive, and make more time for the things most important to you. Get started now.

Program Agenda (Eastern)

1:00 - 2:30

Planning Your Workload and Determining Your Priorities

- Take control of your day with effective planning and scheduling.
- Develop systems for keeping track of information and tasks.
- Apply weekly and daily reviews to your caseload and do realistic scheduling to get things done.

Focus is the Key to Productivity - How to Overcome Time Traps and Time Wasters

- Focus on your priorities and work more productively.
- Handle interruptions and timewasters that drain productivity.
- Overcome procrastination and minimize crisis management.

2:30 - 2:45 *Break*

2:45 - 4:00

Managing Paper and Documents, and Overcoming Email Overload

- Manage information overload (including the email deluge).
- Process paper efficiently and eliminate office clutter.
- Set up action files to find things when you need them.

Effective Communications in the Law Office

- Delegate, communicate and use staff more effectively.

Develop Your Personal Action Plan

- Develop a personal action plan to enhance organizing and time management skills.

4:00 *Program wrap-up and evaluation*

Here's what attendees have said about Irwin Karp's time management programs:

- "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."
- "It gave me some real methods and tips to get more organized."
- "Excellent and informative presentation. The materials have proven invaluable."
- "One of the most informative, useful and engaging speakers I've seen."
- "Excellent presenter – right blend of sense of humour and presentation of material."
- "Entirely relevant to my job and the realities of the job."
- "Entertaining delivery and encyclopedic coverage."

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.

About the Presenter



Irwin Karp is a leading legal time management expert. For 17 years he was the managing partner of a small environmental law firm. 13 years ago he started *Productive Time*, providing productivity and time management consulting to bar associations, law firms, and in-house legal departments. He

has helped thousands of lawyers across Canada and the US 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.



BC: This program is approved for 3.0 hours of professional responsibility and ethics, client care and relations, and/or practice management

ON: This program contains 3.0 Professionalism hours

SK: This program has been approved for 3.0 CPD hours, all of which qualifies as ethics

NB: This program has been approved for 3.0 CPD hours
Lawyers in other mandatory CPD jurisdictions may count their attendance at this program towards their CPD requirement/plan.

✓ Yes, I want to attend ***Get Organized & Get Things Done: Real Time Management for Lawyers***

Choose your learning format: **Live in-person** **OR** **Live webcast with replay***

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* Materials will be distributed electronically in advance. Live webcast includes free video replay for up to 30 days after the program. Replay link will be made available 2 to 3 working days after the program. Webcasts cannot replicate the quality or rich interaction of in-person attendance.

REGISTRATION FEE (with ON HST*):

On or before September 6, 2015: \$350.00 + \$45.50 (13%) HST* = \$395.50 - Save \$40.00!

After September 6, 2015: \$390.00 + \$50.70 (13%) HST* = \$440.70

**If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in NB, NL, ON. 14% in PEI. 15% in NS.*

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, 110 Eglinton Ave. W., Suite 303A, Toronto, ON M4R 1A3 Tel. 1.866.606.4212 or 647.352.8633 Fax 647.352.8533. 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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