



*Make every
minute count!*



Get Organized & Get Things Done: *Real Time Management for Lawyers* *with Irwin Karp*

Thursday, September 20, 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 work faster and smarter, and have more time for the things most important to them.

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? Believe it or not, a lot of lawyers feel that way. You can get to the end of the day, after working hard, only to discover that you have not accomplished the priorities that you set out in the morning. But it doesn't have to be that way!

Taught by lawyer and noted international legal productivity consultant Irwin Karp, this highly practical webinar will give you the insights and tools you need to avoid time wasting activities, so you can make the most of your day. You'll learn how to take control of your workload, manage your busy schedule, focus on your priorities, meet your deadlines, make your workday more productive, and make more time for the things most important to you. In short, you'll learn how to get organized and get things done – with less stress! Register today and get started!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Planning Your Workload and Determining Your Priorities: Take Control of Your Workday

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

Overcoming Email Overload

Effective Communications in the Law Office

Develop Your 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: This program is approved for 1.5 CPD hours, all of which qualifies as ethics.

NB: This program is approved for 1.5 CPD hours.

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.

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 Get Organized and Get Things Done with Irwin Karp**

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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 August 17, 2018: \$135.00 + \$17.55 (13%) HST* = \$152.55 - Save \$25.00!

After August 17, 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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