



*Take control of the information that is overwhelming you!*



# Overcoming Information Overload in the Practice of Law

*with Lewis Eisen*

**Thursday, December 13, 2018**  
**Live webinar with chat**  
*includes 60 day replay\**

9:00 am – 12:00 pm (Pacific)

10:00 am – 1:00 pm (Mountain)

11:00 am – 2:00 pm (Central)

12:00 pm – 3:00 pm (Eastern)

1:00 pm – 4:00 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 lawyers - and their support staff - who want to move past information overload to work more efficiently and make better decisions.

## ABOUT THE PROGRAM

Lawyers have always had to juggle vast amounts of information. Technology was supposed to help organize our practices but in many ways it has made things worse, increasing our frustration and reducing our productivity. So how can we regain control of the information that is overwhelming us? We start by building new skills to manage information in an electronic world. In this exciting, new webinar lawyer and information management expert Lewis Eisen explains why and how old systems built around paper must be re-engineered, and new, flexible approaches must be introduced. You will learn:

- 7 fundamental facts about how the brain processes and indexes information
- how we unintentionally overload ourselves
- the only 5 reasons for keeping a piece of information
- how to avoid duplication of paper and electronic records
- how to divide 'information spaces' into intake, workspace, and storage; and,
- important ethical issues relating to information overload.

Lewis has helped thousands of lawyers and law firms overcome the information overload that is bogging them down. Sign up today and let him help you!

## SCHEDULE (Eastern)

**12:00 pm - 3:00 pm**

**Welcome and Opening Remarks**

**Introduction**

- The challenge of information overload
- Causes of information overload
- External forces aggravating overload
- Ethical Issues

**Information Processing**

- Mental indexing
- Externalizing memory
- Substituting rules for facts
- Ethical Issues

*1:30 - 1:45 Break*

**1:45 pm - 3:00 pm**

**Records vs. Reference**

- Distinction and examples
- Different management requirements
- Ethical Issues

**Information Spaces**

- Setting up intake spaces and intake processes
- Separating workspace from storage space
- Challenges with electronic mail

**Program Wrap-up and Evaluation**

Attend this webinar and 40+ more live webinars with an All Access Pass for just \$599 + tax!

## MEET YOUR PRESENTER



Lewis Eisen (Ottawa, Ontario) has worked in Information Management for the federal government for over ten years. As a consultant to the legal profession since 1987, he has trained thousands of lawyers and judges across Canada and the United States to use

technology and manage information effectively. Eisen is the author of four editions of *The Canadian Lawyer's Internet Guide*, as well as numerous articles on law and technology. He has also written the Net Beat column for *The Lawyers Weekly*, and has been a regular contributor to the Canadian Bar Association's *General Practitioner's Digest*. Eisen previously practiced with the Toronto firm of Wexler, Fleet & Eisen, then served as the office systems manager for the Toronto firm of Campbell, Godfrey & Lewtas. After practicing law, he moved into the field of law office automation, and spent three years as director of the Law Society of Upper Canada's Computer Education Facility. Eisen is past president of the Canadian Society for the Advancement of Legal Technology.

## PRAISE FOR LEWIS EISEN

- "Full of fun and completely relevant."
- "Fabulous job. Interactive, fun and informative."
- "Fantastic...engages his audience and provokes thoughtful responses from participants."
- "Lewis is able to translate his extensive knowledge and experience of information management into the development of practical IM policies."
- "Within just a couple of hours Lewis Eisen provided me with greater control over the data I was managing."
- "Simple strategies that were natural to me and most importantly actually reduced my burden."



ON: This program is approved for 3.0 Professionalism hours.

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

SK: CPD application is pending.

NB: CPD application is pending.

Lawyers in all other mandatory CPD jurisdictions may count their actual 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 *Overcoming Information Overload in the Practice of Law* with *Lewis Eisen***

**Thursday, December 13, 2018 • Live webinar (slides and audio) with chat and 60 day replay\***

9:00 am – 12:00 pm (Pacific) • 10:00 am – 1:00 pm (Mountain) • 11:00 am – 2:00 pm (Central) •  
12:00 pm to 3:00 pm (Eastern) • 1:00 pm – 4:00 pm (Atlantic)

\* 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 60 days.

### REGISTRATION FEE:

**On or before November 16, 2018: \$360.00 + \$46.80 (13%) HST\* = \$406.80 - Save \$40.00!**

**After November 16, 2018: \$400.00 + \$52.00 (13%) HST\* = \$452.00**

**\$0 - I have a \$599.00 Annual All Access Pass to 40+ programs. Enter Pass ID: \_\_\_\_\_**

*\*With ON HST. Please 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](mailto: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

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Payment information** (or cheque payable to Seminar Partners)

Please charge \$ \_\_\_\_\_ to my VISA/MC Card #: \_\_\_\_\_

CVV: \_\_\_\_\_ Card Expiry: \_\_\_\_\_ Signature: \_\_\_\_\_

**Register today! • [seminarpartners.ca](http://seminarpartners.ca) • 1.866.606.4212 • [jennifer@seminarpartners.ca](mailto:jennifer@seminarpartners.ca)**