



*Accomplish your
work more
efficiently!*



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

with Meg Spencer Dixon

Thursday, May 7, 2020

Live webinar with chat

*includes 60 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)

1:30 pm to 3:00 pm (Newfoundland)

*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 become more productive, less stressed, and provide superior client service.

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 and professional 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
- eliminate procrastination, and
- avoid habits that lead to errors and omissions.

Pair this program with Part 1: Getting & Staying Organized, and learn how to establish essential habits of organization that will help you accomplish your work more efficiently and effectively, and with less stress. Register early to avoid disappointment!

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 aka How to Maintain Your Concentration)
- Effective Delegation (How to Leverage Your Effectiveness)
- Keeping Accurate Time Records: Don’t Sell Yourself Short (or Long)

Maintaining Momentum

- Self-Motivation
- Keeping Your Life in Balance
- Minimizing Procrastination (Chronic and Low Grade)

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

✓ Sign me up for Time Management for Lawyers Part 2: 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 60 days.

REGISTRATION FEE:

On or before April 10, 2020: \$140.00 + \$18.20 (13%) HST* = \$158.20 - Save \$25.00!

After April 10, 2020: \$165.00 + \$21.45 (13%) HST* = \$186.45

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