



How much is poor organization costing you?



Time Management for Lawyers Part 1: Getting and Staying Organized *with Meg Spencer Dixon*

Thursday, December 14, 2017
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 think more clearly, find information more quickly, and work more productively. Learning and applying even a few of the techniques taught will make a significant difference in your work and your life.

ABOUT THE PROGRAM

Of all the elements you have to work with, none is more precious than time. Designed to address lawyers' unique organizational and time challenges, and ethical obligations to be competent, prompt and diligent, this solution-oriented program offers practical strategies for better managing time, projects, paper, and people - especially yourself. Topics include best practices for keeping up with email, creating and using a simple task management system, how to concentrate on "deep work" while still responding promptly to colleagues and clients, and how to maintain good organization habits. Within the context of a busy legal practice, you will learn how to:

- Make the most of your time
- Track your projects and assignments
- Develop effective reminder and deadline systems
- Handle client matters diligently and competently
- Reduce your risk of errors or omissions through better organization

You've invested years learning the substance of the law, now invest 90 short minutes to learn how to get and stay organized.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Managing Paper, E-mail, Voicemail and Other
Information

Filing Systems: Transitioning from Piles to Files

- The Project File System
- How to Grow and Maintain a Reference File System
- The Many Uses of a Tickler File

Organizing Your To-Do Lists

- Low-Tech, Mid-Tech, and High-Tech Approaches

Eight Good Organization Habits to Develop

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.

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

✓ Yes, I want to attend **Time Management for Lawyers Part 1: Getting and Staying Organized** **Thursday, December 14, 2017 • Live webinar (slides and audio) with chat and 30 day replay***

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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 November 16, 2017: \$135.00 + \$17.55 (13%) HST* = \$152.55 - Save \$25.00!

After November 16, 2017: \$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.*

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