



*Tips to make
“work at home”
work for you!*



Time Management for Lawyers Working from Home

with Meg Spencer Dixon

Tuesday, April 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

Today’s legal professionals are facing challenges we could never have imagined, even a month ago. If organizational and time management issues are affecting your ability to continue your practice from home, then this program is for you.

ABOUT THE PROGRAM

As society struggles to reduce the spread of COVID-19, working from home has become the new normal for lawyers, paralegals, and other legal staff. And it only takes about a week to realize that working from home occasionally is not the same as continuing our practices from home now. Why? Because the framework, structure, and people in our offices were still in place when we used to work from home occasionally - only we were missing. Working from home under today’s extraordinary and extraordinarily stressful circumstances is fundamentally different. Figuring out the most important things to do as we reinvent our lives and our legal practices - and actually getting the most important things done to the best of our ability in these circumstances - is more essential than ever. Join lawyer and time management expert Meg Spencer Dixon for this timely, highly practical presentation in which she shares her secrets to successfully working from home. Drawing on her decades of experience providing time management training for lawyers - and decades of experience working from home - Meg will share real-world strategies for creating a productive work space, prioritizing work, remaining responsive and effective with colleagues and clients, and taking care of yourself. After just 90 minutes, you’ll feel more confident in your abilities to continue to face the tasks and challenges in the weeks and months ahead.

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Your Task Management System

Getting Organized to Work in a New Space

Schedule? What Schedule?

Keeping Up with Communications

Dealing with Distractions

Dealing with Interruptions

Making “Work at Home” Work for You

Making Time for Self-Care

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.

✓ Yes, I want to attend **Time Management for Lawyers Working from Home** **Tuesday, April 7, 2020 • Live webinar (slides and audio) with chat and 60 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 60 days.

REGISTRATION FEE:

On or before April 3, 2020: \$140.00 + \$18.20 (13%) HST* = \$158.20 - **Save \$25.00!**

After April 3, 2020: \$165.00 + \$21.45 (13%) HST* = \$186.45

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