



**Learn to
work smarter,
not harder!**

TIME MANAGEMENT FOR LAWYERS

How to Keep Up with Email, Master Your To-Do List, and Work Productively

with legal time management expert
Meg Spencer-Dixon

Thursday, September 29, 2016

Live in-person

1:00 pm – 4:00 pm (Eastern)

Global Knowledge Training Centre
2 Bloor St. E., 31st Floor • Toronto

Live webcast on your computer

with free 30 day replay*

10:00 am – 1:00 pm (Pacific)

11:00 am – 2:00 pm (Mountain)

12:00 pm – 3:00 pm (Central)

1:00 pm – 4:00 pm (Eastern)

2:00 pm – 5:00 pm (Atlantic)

This webcast allows for live interaction between attendees and the presenter, including the ability to ask questions by web chat, and receive live answers by video. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.

WHO SHOULD ATTEND

Lawyers who are organized and manage their time well think more clearly, find information more quickly, work more productively, and utilize their technical skills more effectively. Learning and applying even a handful of the techniques in this course 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 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, keeping track of billable time, how to maintain good organization habits, delegating appropriately and efficiently, calendaring deadlines and pending matters, dealing effectively with interruptions, managing digital distractions, and minimizing procrastination. You've invested years learning the substance of the law, now invest a few hours with leading legal time management expert Meg Spencer Dixon to learn how to be more productive in your practice.

SCHEDULE (Eastern)

1:00 - 2:30

Getting and Staying Organized

- Managing Paper, E-mail, Voicemail and Other Information
- Filing Systems: Transitioning from Piles to Files
- Organizing Your To-Do Lists (Low-Tech, Mid-Tech and High Tech Approaches)
- Eight Good Organization Habits to Develop

2:30 - 2:45 Break

2:45 - 4:00

Time Management Throughout the Day

- Keeping Accurate Time Records: Don't Sell Yourself Short (or Long)
- Managing Interruptions (External and Internal)
- Effective Delegation: Leverage Your Effectiveness

Maintaining Momentum

- Keeping Your Life in Balance
- Dealing with Procrastination

Conclusion and Challenges

4:00 Wrap-up and Program 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...surprised by fresh approach to subject. Exceeded my expectations."
- "Presenter was excellent. She didn't just read the material. She clearly had knowledge about the topic, and used interesting anecdotes."
- "Materials were clear, practical and professional. Presentation was focused and well-planned."
- "Glad I attended. This program will help alleviate the fear I have over the files in the dark corners of my file cabinet. I will make a plan and tackle them."

ABOUT THE 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 received her undergraduate degree, in economics, from Princeton University in 1982, and received her law degree from Stanford Law School in 1985. In

1992, Meg left her practice in 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 time management and related subjects such as procrastination, project management, stress management and how to run effective meetings. Meg is a highly sought-after presenter, and has trained thousands of lawyers how to be more productive. She has authored numerous articles for the ABA and other publishers.



ON: This program contains 3.0 Professionalism hours.

BC: This program has been approved for 3.0 hours of professional responsibility and ethics, client care and relations, and/or practice management. **NB:** This program has been approved for 3.0 CPD hours.

SK: This program has been approved for 3.0 CPD hours, all of which qualifies as ethics.

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 with Meg Spencer-Dixon**

Choose your learning format: **Live in-person** **OR** **Live webcast with replay***

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* Materials will be distributed electronically in advance. Live webcast includes free video replay for up to 30 days after the program. Replay link will be made available 2 to 3 working days after the program. Webcasts cannot replicate the quality or rich interaction of in-person attendance.

REGISTRATION FEE (with ON HST*):

On or before September 12, 2016: \$350.00 + \$45.50 (13%) HST* = \$395.50 - Save \$40.00!

After September 12, 2016: \$390.00 + \$50.70 (13%) HST* = \$440.70

**If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in NB, NL, ON. 14% in PEI. 15% in NS.*

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