



Increase your effectiveness and reduce your stress level!



Time Management for Lawyers: Eight Essential Elements

with Bill Jawitz

Thursday, September 23, 2021

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 be more productive and feel less stressed as they move throughout their day.

ABOUT THE PROGRAM

While none of us can “get,” “have,” or “make” more time, we *can* learn to better manage our environment, routines, boundaries and choices. Attend this 90-minute webinar with noted legal consultant Bill Jawitz and get specific strategies, tactics and tools to help you stay on track, prioritize and delegate effectively, and organize your physical and electronic information. By implementing Bill’s eight essential elements of time management you’ll significantly reduce interruptions during your day, stay more on top of your workload, and avoid costly mistakes and oversights. Don’t miss this opportunity to join the thousands of lawyers who have taken this course and now know how to manage their practices - and themselves - more effectively. You’ll free up time and resources you didn’t know you had, feel more in control of your schedule and systems, and earn yourself some well-deserved peace. Register early to save your spot!

SCHEDULE (Eastern)

12:00 pm - 1:30 pm

Welcome and Introduction

Plan Effectively

Capture and Update Tasks

Prioritize and Schedule

Delegate and Supervise

Organize Information and Email

Optimize Procedures

Frame Boundaries and Expectations

Cultivate Self-awareness

Program Wrap-up and Evaluation

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PRAISE FOR BILL JAWITZ

- “Good, useful and actionable suggestions.”
- “Informative and enlightening but also very, very entertaining.”
- “Clearly and engagingly presents compelling content.”
- “Practical advice on how to minimize distractions and to take control of my schedule.”
- “Impressed with his overall clarity about the challenges and opportunities faced by lawyers.”
- “Packed with practical, usable content.”
- “Perfect balance between practical tools and understanding how increased productivity really happens.”

MEET YOUR PRESENTER



Bill Jawitz is the founder of SuccessTrackESQ, an executive coaching and consulting firm that works exclusively with lawyers, law firms, corporate legal departments, and government agencies. Since 2002, Bill has coached hundreds of lawyers and presented CLE programs to thousands more around the country helping them to grow their practices and improve their productivity and profitability -- and derive greater enjoyment from the practice of law. He is a regular presenter on productivity topics for state and national CLE providers. This is his first presentation to a Canadian legal audience.



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: This program has been approved for 1.5 CPD hours, all of which qualifies as ethics.

NB: This program has been approved for 1.5 CPD hours.

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: Eight Essential Elements**

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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 September 3, 2021: \$140.00 + \$18.20 (13%) HST* = \$158.20 - **Save \$25.00!**

After September 3, 2021: \$165.00 + \$21.45 (13%) HST* = \$186.45

*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. 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

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