

Morning Program

Project Management, Teamwork and Practical Time Management for Lawyers



National Speaker Series
Featured Speaker: Irwin D. Karp, J.D.

Attorneys are notorious for completing work at the last minute. A crisis management mode can be the result of busy schedules, heavy workload, competing priorities or poor planning. Learn to apply project management techniques to take control of your legal work and juggle multiple priorities

effectively. We will address the skills of effective delegation and communications with colleagues and staff. Learn to balance multiple projects through planning, weekly review, daily review and scheduling of tasks.

Areas covered include:

- Practical organizational and time management skills for lawyers
- How to stay in control of your workload
- Application of the project management process to legal work
- Workflow management: prioritizing, planning and scheduling
- Finding time to focus on priorities
- Communication and delegation skills

Friday, August 17, 2012
8:30 a.m. - 11:45 a.m.
Hotel Captain Cook
CLE # 2012-009

3.0 Ethics CLE Credits
Registration Fee: \$109

*Attend both programs for
only \$164*

Also Available Via Webcast

Continued on back...

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or register at www.alaskabar.org

Time Management... CLE # 2012-009

Early Bird Registration: \$109 - \$164 At the Door: \$144 - \$189

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Multitasking Gone Mad: How to Practice Law Effectively in a Wired, Demanding, Distracting World

Friday, August 17, 2012
1:00 p.m. - 4:15 p.m.
Hotel Captain Cook
3.0 Ethics CLE Credits
CLE # 2012-009
Registration Fee: \$109

*Attend both programs for
only \$164*

Attorneys must cope with a wired, demanding, distracting world in order to practice law effectively and ethically. Technology has made it easier to stay connected to work. At the same time, it has created new pressures to work faster and to always be “on” in and out of the office. This program will address the emotional and physiological consequences of always being connected, as well as the potential negative impact on legal work. The concept of “continuous partial attention” makes us wonder what is happening to our attention spans and our ability to think critically rather than superficially. Multitasking could have ethical consequences in the areas of competence, diligence and client communications. We will explore the impact of multitasking, ways to overcome it, and how to stay focused on priority tasks.

Areas covered include:

- The potential ethical impacts of multitasking on effective law practice
- The practical, emotional and physiological consequences of always being connected
- Coping mechanisms in a wired, demanding, distracting world
- How to manage multitasking and stay focused on priority work
- Impact of multitasking on lawyers’ tendency to procrastinate and how to overcome procrastination
- How to overcome email overload, manage your inbox and manage your smartphone

Learn more about Irwin at www.productivetime.com

The fine print. You may be eligible for a discount.

MCLE CALIFORNIA INFORMATION: The Alaska Bar Association is an approved California MCLE provider. The Alaska Bar Association certifies that this activity conforms to the standards for approved education activities prescribed by the rules and regulations of the State Bar of California governing minimum continuing legal education.

LIVE CLE PROGRAM DISCOUNTS: (Only one category of discount may be applied per program.) Walk-in Registration will add \$25 to fee.

GROUP REGISTRATION DISCOUNT: To receive a group discount, the names of all the registrants from your organization and the name of the CLE must be emailed to info@alaskabar.org. 10% off the registration fee for 2 members of the same organization; 20% off for 3 - 5 members of the same organization; 30% off for 6 or more members from an organization.

BAR MEMBERS ONLY TRAVEL DISCOUNT: 50% for travel to CLE via commercial air carrier. Show proof of travel at CLE. 20% for driving 100 miles or more one way to CLE.

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CANCELLATION POLICY (not applicable to free CLE programs): Registration fees will be refunded, less a \$25 administrative fee, for cancellations up to one business day prior to the program. No refunds given on or after the date of the program; however, program materials are available upon request and DVDs maybe available on select programs, please inquire. Registrant substitution is permitted at all times.