



Minnesota State Bar Association
Continuing Legal Education



Keep your resolution to

Get Organized and Get Things Done!

Practical Time Management for Lawyers

*Back by popular
demand!*

Irwin Karp
Productive Time
Sacramento, CA

Thursday, March 25, 2010
Minnesota CLE Conference Center
Seventh Street & Nicollet Mall
Third Floor City Center, Minneapolis

Take control of your
workload

Manage your busy
schedule

Meet your deadlines
with less stress

Make your workday
more productive

Phone Interruptions!

Drop-in Visitors!

Unproductive Meetings!

E-mail Overload!

Procrastination!

Are you carrying a heavy case load, completing work at the last minute, plagued by constant interruptions, inundated with information, drowning in paper, overloaded by e-mail, handling too much of the workload by yourself, or spending too much time at the office? In short, do you seem to have too much to do and not enough time?

This fast-paced and entertaining seminar provides practical strategies and techniques to help you:

- Take control of your day with effective planning and scheduling
- Focus on your priorities and work more productively
- Manage competing demands with a minimum of stress
- Handle interruptions and time wasters that drain productivity
- Eliminate clutter, manage information overload – including all that email!
- Set up files to find things – when you need them
- Delegate, communicate and use support staff more effectively

You'll leave with a personal action plan for three key areas you've identified as needing improvement – and the enthusiasm to keep your resolution to work more efficiently.



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Your Instructor Irwin Karp

Irwin Karp is a productivity consultant with Productive Time in Sacramento, California. He is also an attorney with over 25 years of experience, so he knows the obstacles that can get in the way of staying organized and focused. In addition to his training, consulting and coaching work, Irwin presents seminars to bar associations and law firms in the areas of personal and team productivity, organization, time management, project management, communications and workflow.



What past participants have said:

Truly the best CLE seminar I've attended. The speaker was practical and engaging. I'm charged up to go and organize my practice.

David Miller
Bowman & Brooke; Minneapolis

This seminar provided me with a systematic process of managing projects that will reduce my stress level. Thank you!

Will Dolan
Dolan & Besser; Litchfield

One of the best presentations on an issue of vital importance for all of us!

Daniel B. O'Leary
Mansur & O'Leary; St. Paul

Great organization ideas. Very pleasant demeanor – delightful speaker.

Bill Tilton
Tilton & Dunn; St. Paul



Schedule

8:30 – 9:00 a.m.

CHECK-IN & CONTINENTAL BREAKFAST

9:00 – 12:15 noon

(includes 15-minute break)

Morning Session

- **Overview**

A review of organizational skills and effective time management for lawyers. We will identify areas needing improvement that will be the focus of the program.

- **Determining Your Priorities and Planning Your Workload**

Lawyers are notorious for completing work at the last minute as they focus on deadlines. Learn how to get out of working in “crisis mode” by staying on top of your workload through planning, prioritizing and scheduling time to do the work. We’ll develop systems for keeping track of information and tasks, learn how to apply a weekly review to your caseload, and use the tools of real daily planning and time blocking to get things done.

- **Using Technology to Assist in Managing Your Workload**

We’ll look at practice management technological tools (case management programs, tools such as Outlook®, and handheld devices) and discuss the benefits and burdens of technology and specific approaches to make it work for you.

- **Focus: The Key to Productivity**

Multi-tasking is the enemy of concentration. Learn how to eliminate distractions and get your work done.

12:15 – 1:15 p.m.

LUNCH *(on your own)*

1:15 – 4:30 p.m.

(includes 15-minute break)

Afternoon Session

- **Overcoming Time Traps and Time Wasters**

Specific tips and techniques to manage and overcome potential time wasters in your practice: interruptions, drop-in visitors, lengthy phone conversations, e-mail overload, operating in “crisis mode,” and procrastination.

- **Document and Paper Management**

Even in the digital age, lawyers handle massive amounts of paper. Learn how to manage your desk, process your paperwork, de-clutter your office, set up systems for project and action files and catch up on your professional reading.

- **Effective Communication in Your Office**

Clear and effective communication with your colleagues, staff and clients is critical to an effective practice. Develop skills of clarity, effective listening and closing a feedback loop to use in all your communications. Learn how to run productive, less time-consuming meetings with clients, lawyers and staff. Learn how to delegate to achieve maximum assistance and professional development of your associates and staff.

- **Develop Your Personal Action Plan**

You’ll leave with a personal action plan for three key areas you’ve identified as needing improvement – and the enthusiasm to keep your resolution to work more efficiently.

