

TIME MANAGEMENT FOR ATTORNEYS

Participants will leave this workshop with specific skills, techniques and resources that will enable them to manage their time most effectively and be of greatest value to clients.



Eva Wisnik
President

Eva Wisnik is the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. After 10 years as a recruitment professional, Eva founded a training and placement firm for the legal community. Since starting her business in 1996, she has conducted more than 600 training programs for law firms nationwide, including 74 of the AmLaw 100 firms.

During this interactive workshop participants will:

- ✓ Develop a system for planning efficiently including using a daily action plan for effective time management;
- ✓ Establish project management techniques including how to identify work priorities and achieve them despite the obstacles;
- ✓ Master a system for controlling emails and other interruptions;
- ✓ Learn how to become proactive and to take action on long-term projects while responding to new client demands;
- ✓ Understand the style of the people they work with so they can work together in a collaborative manner;
- ✓ Identify tasks that they should not be doing and learn to delegate successfully;
- ✓ Strategize ways to manage and work effectively multiple bosses;
- ✓ Gain techniques for establishing organizational systems that will save time.



Our goal is to help
you achieve your

goals