

Time Management for Women Attorneys



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 AmLaw100 firms.

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.

During this interactive workshop, women attorneys learn to:

- ✓ Invest time in the actions that will produce the best results for internal and external clients;
- ✓ Establish organizational systems and use existing technology and other Firm resources to save time;
- ✓ Recognize the difference between urgent and important obligations and learn to use time to their greatest advantage;
- ✓ Develop the skills to be proactive in a reactive work environment;
- ✓ Become aware of their time limits and how to identify what tasks they can delegate to others;
- ✓ Strategize ways to effectively manage multiple bosses and 'manage up';
- ✓ Give themselves permission to focus on the things they value most;
- ✓ Identify opportunities for work-life integration and strategize ways to overcome obstacles to achieving their goals.

