

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.

During this workshop participants will:

- Learn time management strategies for focusing on the most important things, not just the urgent ones;
- Develop a system for planning efficiently by using a daily action plan for effective time management;
- Master a system for controlling emails and other interruptions;
- Learn how to become proactive and to take action on longterm projects;
- Strategize ways to manage and work effectively with multiple bosses;
- Identify tasks that they should not be doing and learn to delegate successfully;
- Gain techniques for establishing organizational systems that will save time;
- Complete an exercise to identify goals and action steps for the year.



Eva Wisnik is the author of Your Fairy Job Mentor's Secrets for Success and the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. After 10 years as recruitment professional, Eva founded a training and placement firm for the legal community. Since starting her business in 1996, she has conducted more than 800 training programs for law firms nationwide, including more than 80 of the Am Law 100 firms. Eva has facilitated Time Management training for more than 30 law firms. She has an MBA in Marketing and is certified in the FranklinCovey Time Management System.

To learn more, visit our website at www.wisnik.com or call **212.370.1010**



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