

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 interactive 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 long-term 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. Since starting her business in 1996, she has conducted more than 800 training programs for more than 120 law firms nationwide. She is certified in the Covey Time Management System and as a Health Coach through the Institute for Integrative Nutrition and holds an MBA from Fordham.

To learn more, visit our website at www.wisnik.com, email ewisnik@wisnik.com or call 212.370.1010



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