

Time Management for Attorneys

During the 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
- Master a system for controlling interruptions and distractions
- Learn how to become proactive and take action on long-term projects
- Develop strategies for working productively in a hybrid environment
- Gain insight to avoid procrastination and overthinking
- Complete an exercise to identify work goals and action steps needed to achieve them

Participants will receive a workbook with resources including a Daily Action Plan, Project Action Plan, and Time Management Audit

Law firms are reactive client-service work environments. This training will equip your attorneys with the habits and mindset for them to focus and be productive daily.

Eva Wisnik has taught Time Management skills to over 7,000 law firm professionals. Participants will leave this 60-minute training with actionable tools and a workbook. They will learn skills to help them manage their time most effectively and be of greatest value to clients.

