
GENERAL INFORMATION

DATE: Friday, October 15, 2010

TIME: 8:30 a.m. to 2:00 p.m.

TUITION: \$ 75

SPEAKER: **Mark Powers**, President of Atticus, a national practice management consultancy, has been coaching attorneys for nearly twenty years. He is the founder and developer of the first personalized training program dedicated to teaching attorneys the lasting skills and habits necessary for practice development. These skills include strategic planning, client development, customer service, prioritization, time blocking, managing interruptions, financial management, staffing, and delegation.

Mark is a national speaker who has worked with members of the American Bar Association and bar associations in Arizona, Florida, Massachusetts, Mississippi, New York and other states.

MCLE CREDIT: This course has been approved by the Alabama State Bar Mandatory Continuing Legal Education Commission for 5 hours credit. It is the responsibility of each attorney to report attendance.

LOCATION:

**Alabama State Bar Headquarters
415 Dexter Avenue
Montgomery, Alabama**

(Location subject to change based on number of registrants.)

Time Management for Attorneys:

A Lawyer's Guide to
Decreasing Stress,
Eliminating Interruptions
& Getting Home on Time

Mark Powers

Friday, October 15, 2010

5 MCLE Credit Hours

*Alabama State Bar Headquarters
Montgomery, Alabama*

**Sponsored By
The Alabama State Bar**

*Practice Management
Assistance Program
Lawyer Assistance Program
Volunteer Lawyer Program
Lawyer Referral Service*



Time Management for Attorneys

Friday, October 15, 2010

Name

Firm

Address

City State Zip

Phone #

E-mail address (Required for notices)

ASB # (Required for CLE credit)

Registration Fee \$75

Method: Check Visa MC

Card No.: _____

Card Name: _____

Cardholder Signature

To register mail form (and check) to:

Alabama State Bar

Attn: Time Management for Attorneys 2010

P. O. Box 671

Montgomery, AL 36101-0671

Time Management for Attorneys

Schedule

8:30 Registration

9:00 Morning Session

Noon Working Lunch

1:00 Afternoon Session

2:00 Adjourn

Description

Does your practice control you or do you control it? A simple question and most of us know the answer all too well... We don't always seem to be in the driver's seat. This workshop is a step-by-step guide to getting your practice focused and you back in control.

Based on the book *Time Management for Attorneys: A Lawyer's Guide to Decreasing Stress, Eliminating Interruptions & Getting Home on Time*, this workshop is designed to guide you with practical, easy-to-implement solutions to your everyday time management headaches. You will leave with all the tools you need to manage your day more effectively.

If your day is filled with constant interruptions, if you are working weekends and evenings, or not getting

a decent vacation, then this workshop was designed with you in mind.

Program

9:00 – 9:10 a.m.

Speaker Introduction, Opening Remarks & Housekeeping

9:10 – 9:45 a.m.

First Things First: Setting Priorities: How to make sure all key tasks are managed and accomplished effectively

9:45 – 10:30 a.m.

Scheduling

10:30 – 10:45 a.m. BREAK

10:45 – 12:00 p.m.

Managing Interruptions

12:00 – 12:30 p.m. Working Lunch

12:30 – 1:30 p.m.

Delegation

1:30 – 1:55 p.m.

Roundtable Discussion of Practice Management Issues

2:00 p.m.

Evaluation & Adjourn

INFORMATION: For more information call the Practice Management Assistance Program at (334) 517-2242 or go to www.alabar.org/pmap/sept2010-cle.cfm.