

To: Dravis, Samantha[dravis.samantha@epa.gov]
From: American Law Institute CLE
Sent: Wed 11/8/2017 12:23:25 PM
Subject: Get It Done: Practical Time Management for Lawyers

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Get Organized and Get Things Done: Practical Time Management for Lawyers

Wednesday, November 29, 2017

1:00 - 2:00 p.m. Eastern

[Telephone Seminar](#) | [Audio Webcast](#)

Too much to do and not enough time to do it? You're in good company! But by instituting practical time management practices, you can easily increase your productivity and achieve your goals on a daily basis.

Taught by a former practicing attorney and national productivity consultant to lawyers, this 60-minute webcast, will help you:

- Determine how to plan, prioritize, and schedule your work (and stay focused on those priorities!)
 - Break down project tasks and use your calendar effectively
 - Overcome tendencies to procrastinate
- Develop an action plan to improve your time management and productivity skills

Register today for this essential seminar. Register two or more from your organization and **save**.

Faculty

Irwin Karp, Productive Time

Group Rate

Significant discounts are available when two or more registrants in the same physical location view or listen to an ALI CLE webcast or telephone seminar using one computer connection or telephone. **Save up to 50%!**

Questions?

Please don't hesitate to email us any questions you may have at custserv@ali-cle.org

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