

Get Organized / Get Focused / Get Ready!

Task, Goal, and Deadline Management

Thursday, September 23, 2021 | 12:00 noon - 1:15 p.m. | Video Webinar

REGISTRATION FORM

NAME

FIRM OR ORGANIZATION

PHONE

EMAIL

REGISTRATION FEE (includes electronic materials and 30 day access to the video recording of the program)

Registrant
(Lawyer/Legal Staff)

\$85.00 + 4.25 (5%) GST = **\$89.25**

Student

\$42.50 + 2.13 (5%) GST = **\$44.63**

PAYMENT INFORMATION

NAME ON CARD

VISA / MASTERCARD / AMEX #

EXPIRY DATE

SIGNATURE

GST Registration No. 107604357

Total

Plus GST (5%)

Amount Due

MAKE CHEQUES PAYABLE TO:

THE LAW SOCIETY OF MANITOBA

CANCELLATIONS:

If you are unable to attend, please give as much notice as you can.

If you provide notice **5 working days** or more before the date of the program, a full refund will be issued. If less than 5 working days' notice is provided **NO** refund will be issued; however any materials will be sent to you. Registration for all programs is transferable to another eligible person.

INVOICES and RECEIPTS:

Invoices and receipts will NOT be provided unless specifically requested.

PROGRAM CHANGES:

We will make every effort to present the program as advertised but changes to speakers, content, dates and venue may be necessary.

VIDEO WEBINAR:

Registrants will receive an email prior to the day of the program with detailed instructions on how to connect for the web presentation.

MB MEMBERS:

This program may be reported for up to 1.25 hours of eligible CPD activity, and 1.25 hours of EPPM.

EMAIL, MAIL OR FAX THIS FORM TO:

The Law Society of Manitoba

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Winnipeg, MB, R3C 0M6

Ph: 204.926.2035 **Fax:** 204.956.0624

Email: cpd@lawsociety.mb.ca



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In addition to processing a high volume of emails, legal professionals must manage hundreds of tasks related to multiple matters or cases.

In this session, you will learn how to build a master task list to capture everything you need to do so that nothing gets lost. You will also learn a method for daily and weekly planning that can vastly improve your level of organization. The focus will be on using Microsoft Outlook and/or any other tools that your organization uses to manage tasks.

Note: You are encouraged to have access to your computer and/or mobile device(s) during this session.

Out of Town Presenter:

Paul Unger, Esq., *Affinity Consulting*

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