

# Get Organized / Get Focused / Get Ready! Time and Distraction Management + Digital Detox

Thursday, April 29, 2021 | 12:00 noon - 1:15 p.m. | Video Webinar

## REGISTRATION FORM

NAME

FIRM OR ORGANIZATION

PHONE

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## 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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**Ph:** 204.926.2035 **Fax:** 204.956.0624

**Email:** [cpd@lawsociety.mb.ca](mailto:cpd@lawsociety.mb.ca)



## **Get Organized / Get Focused / Get Ready!** **Time and Distraction Management + Digital Detox**

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We are constantly distracted by technology, connectivity, and information overload.

In this session, you will learn distraction management techniques and practical time management methods that will help you regain control of your technology and your day. The focus will be on using Microsoft Outlook and/or any other tools that your organization uses.

**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*

### **Video Webinar Registration Fees:**

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(Lawyer/Legal Staff)

Student: **\$42.50** (plus GST) per person