



TIME MANAGEMENT FOR ATTORNEYS

Are your attorneys effectively managing their time?



Eva Wisnik
President

Eva Wisnik is the former Director of Recruitment and Training for Schulte Roth & Zabel and Cadwalader, Wickersham & Taft. After 10 years as a recruitment professional, Eva founded a training and placement firm for the legal community. Since starting her business in 1996, she has trained more than 6000 attorneys in time management and has worked with 74 of the AmLaw 100 firms.

Participants will leave this workshop with specific skills, techniques and resources that will enable them to manage their time more effectively.

During this interactive workshop participants will:

- ✓ Learn how to gain control over their limited time and focus more effectively
- ✓ Master a system for controlling emails and other work related interruptions
- ✓ Develop a customized daily action plan for effective time management
- ✓ Learn how to become proactive in a client service work environment
- ✓ Establish the habit of taking one action a day towards long term goals
- ✓ Gain techniques for establishing organizational systems that will save time



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