

Managing a Chaotic Workload: Strategies for Legal Professionals

Friday | September 19, 2014 | 12:00 - 1:00 p.m.

Why You Should Attend

Chaos is inherent in all compounded things. Strive on with diligence. -- Buddha

Attend this video webcast to learn creative and practical ways to manage the often overwhelming workload in today's legal practice. The program features nationally-known speaker, Jeff Davidson, the Work-Balance Expert®, who has taught legal and other professionals nationwide how to overcome the hurdles of ever-increasing work assignments so they can calmly and successfully meet deadlines and move forward rather than just keeping pace. This inspirational seminar offers concrete tips to help you stay energized and productive throughout your workday!

What You Will Learn

Topics will include:

- ☐ dealing with the complexities of modern legal practice
- ☐ breaking free from unproductive habits

- ☐ carving out your personal plan
- ☐ using technology smartly

This program was originally recorded on July 16, 2014. Questions submitted during the program will be answered by email within two business days after the program. In addition, all registrants will receive a set of downloadable course materials and *free* access to the archived online program.

Who Should Attend

This program from ALI CLE will benefit lawyers and other professionals who want to learn how to better manage a chaotic work environment.

Faculty



[Jeff Davidson](#), the *Work Life Balance Expert*® combines outstanding content with humor, flair, and inspiration to help participants manage information and communication overload. Jeff teaches professionals how to master their to-do lists, manage interruptions, and take action. He is frequently quoted or featured in newspapers such as the New York Times and The Washington Post and on many talk shows. Jeff has written many award-winning books, designed mobile apps, and appeared in videos and at executive training seminars. His ground-breaking book, *Breathing Space*, reveals how to avoid racing the clock and gain more control over each day and his Amazon Kindle #1 best-selling book, *Simpler Living*, is the definitive work on simpler living. Jeff is former national chair of the Public Relations Committee of the Institute of Management Consultants and for five years running has won the U.S. Small Business Administration's state "Media Advocate of the Year." In 1995, Jeff launched the Breathing Space Institute. The Breathing Space Institute, located in Raleigh, is dedicated to helping both organizations and individuals, through a variety of learning tools, keynote speeches, and seminar presentations.