ALI CLE
THE AMERICAN LAW INSTITUTE
Continuing Legal Education

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Managing Information and Communication Overload

Wednesday, April 2, 2014 | 1:00 p.m. - 2:00 p.m. Eastern
Video Webcast | On-Demand

PROGRAM DETAILS | FACULTY | PROGRAM SCHEDULE | MCLE

Why You Should Attend

Data, data everywhere, but not a thought to think!

Does the daily onslaught of information -- emails, phone calls, and reading --overwhelm your legal practice? Does this glut of constant communication increase your stress and diminish your enjoyment of life?

Attend this unique **CLE video webcast on how to manage information and communication overload** to learn how to turn glut to gain. This program offers essential tools to help you become your own "information highway," use information for maximum gain, and keep information at a manageable level, so you can get more work done and spend more time doing the things you enjoy.

The second in a series of *Practicing Law in the Fast Lane* webcasts, this practical program features nationally-known speaker, Jeff Davidson, the *Work-Balance Expert®,* who has taught legal and other professionals across the country how to better manage their work day.

What You Will Learn

This program discusses the following topics:

- the ever-increasing pace of new information
- avoiding the "rain barrel" approach
- setting defined intervals
- using germination to advance tough projects
- operation clean-sweep
- combating pack-ratism

This premiere broadcast was pre-recorded on December 18, 2013. The instructor will answer questions submitted during the presentation via email within two business days after the broadcast. In addition, registrants will receive a set of downloadable course materials and free access to the archived online program.

Who Should Attend

This continuing legal education program from ALI CLE will benefit lawyers and other professionals who want to learn how to overcome information and communication overload.