



The College of Law  
PRESENTS

# TIME MASTERY FOR LAWYERS

OVER 100 WAYS TO MAXIMISE YOUR PRODUCTIVITY AND SATISFACTION

Proven techniques and strategies to help you manage your time effectively.

Tuesday 23 March 2010 from 9.00am to 4.30pm at Tattersalls Club, 181 Elizabeth Street, Sydney (one day only)

Not enough hours in the day? Feel like you are on a treadmill, juggling work and life demands? We all know that time is our most valuable asset but there never seems to be enough, and we are left feeling powerless to change this.

If you feel its time to take action, then join us for a truly unique experience, for this one off seminar brought to us by **Frank Sanitate**, popular presenter and lecturer in North America. Frank is back by popular demand and has, once again, agreed to present his highly successful time management program for The College of Law.

## OBJECTIVES

This workshop will enable you to:

- ▶ Eliminate time stress
- ▶ Learn 100 practical ideas
- ▶ Balance work life and personal life
- ▶ Achieve greater productivity and satisfaction

## TOPICS

1. **Become accountable for your time**
  - ▶ Understand where your time goes
  - ▶ Where do you want it to go?
2. **Create positive attitudes for peace of mind**
  - ▶ Never again say, I dont have enough time
3. **Work on what counts rather than what comes up**
  - ▶ The Doing/Managing ratio
  - ▶ Fire clients
  - ▶ Control where your time goes
  - ▶ Increase income while decreasing hours
4. **Delegate - You can do it!**
  - ▶ Overcome barriers to delegating
  - ▶ Your secretary as assistant
  - ▶ Using time-saving technology
5. **Plan your life**
  - ▶ Work to live instead of living to work
6. **Plan your work**
  - ▶ Set and stick to priorities
  - ▶ Set yearly goals
  - ▶ Reduce your work hours: The Cold Turkey method
  - ▶ Long range planning
7. **Work your plan: Control interruptions**
  - ▶ Be the master of technology, not the slave
  - ▶ Balance being available with getting your planned work done
  - ▶ Take a Priority Hour
8. **Manage the phone**
  - ▶ Delegate phone management
  - ▶ Set phone appointments
  - ▶ Get out of mobile phone hell
9. **Get out of E-mail jail**
  - ▶ The 12 best e-mail practices
10. **Communicate proactively with clients and in the office**
11. **Eliminate time waste in meetings**
12. **Get and stay in control of your work**
  - ▶ Using a simple task management system
  - ▶ Daily Planning
  - ▶ How to not let anything slip through the cracks
13. **Go home satisfied every day**
14. **Get and stay organized**
  - ▶ Orderly file processing
  - ▶ Clear up your piles
  - ▶ Overcome indecision: The 3 Minute Rule
  - ▶ Handle paper and mail efficiently
15. **Handle anxiety**
  - ▶ The anatomy of anxiety
  - ▶ Get control over anxiety
  - ▶ How to complete everything
16. **Stop procrastinating**
  - ▶ The Worst First method
  - ▶ The Bite the Bullet day
17. **Get things done**
  - ▶ Tackle the some day, soft deadline or tedious projects
  - ▶ The 15 Minute Rule
18. **Pause for perspective, creativity and well-being**
  - ▶ Creating creative time
  - ▶ The "Do What I Like" Day
  - ▶ Take a holiday
19. **Foster better time management for the whole office**
20. **Convert intentions into action**
  - ▶ The Buddy System



THE PRESENTER  
**FRANK SANITATE**

FRANK SANITATE is President of Frank Sanitate Associates, which he established in 1977. He and his firm develop and present transformational workshops for professionals. He has taught tens of thousands of lawyers and other professionals over the past three decades. He has presented his workshops in every state and province in North America. He has also presented it in Australia and the UK.

He has published "Don't Go To Work Unless It's Fun: State of the Heart Time Management" and "Beyond Organized Religion". He graduated from Catholic University of America, Cum Laude, with a BA in English Literature. He has an MBA from Florida Atlantic University.

### Comments by previous attendees

- ▶ "This man is so good that it is scary. He has one of the best presentations that I have ever attended."
- ▶ "He may have saved my sanity."
- ▶ "Good practical ideas for tackling the tasks that keep me from enjoying my days. I am excited about putting this into effect immediately."
- ▶ "It is all less random. It can be more fun by being more disciplined."
- ▶ "It can be done – an organised, satisfying life."
- ▶ "I have been stuck and now can get unstuck."

**Book early to avoid disappointment.  
Both March '09 dates were completely booked out.**

## ORDER FORM/TAX INVOICE ABN 32 001 040 651

Return to: The Order Department, The College of Law City  
St James Centre, Level 7, 111 Elizabeth Street, Sydney or DX 838 Sydney

Tel: (02)9223 7111 Fax: (02) 9223 7377

Please register me for (or register online at: [www.collaw.edu.au](http://www.collaw.edu.au)):

10025 **TIME MASTERY FOR LAWYERS** (6 MCLE units)  
Tuesday 23 March 2010: 9am-4.30pm, Tattersalls Club, 181 Elizabeth St, Sydney

L/Society Member: **\$509.00** (incl \$29.91 GST)  
Non-Member: **\$590.00** (incl. \$53.64 GST)

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I enclose a cheque payable to The College of Law or please debit my:  Visa  M'card  Amex

Cancellation policy: Written cancellations are required four working days before a seminar and a cancellation fee will apply.

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# WINNING COMMUNICATION SKILLS

A unique opportunity to hear from one of the leading international experts in this field.

Held at The College of Law City, Level 7, St James Centre, 111 Elizabeth Street, Sydney

These seminars comply with Rule 42.1.6.3 (Professional Skills) under the Legal Profession Act 2004.



The College of Law

**Steven Stark**, a writer, teacher, and consultant, is the author of three books and one e-book. He has been a commentator for CNN, National Public Radio, and the Voice of America, where his role was to try to interpret American culture to the rest of the world. A former aide to Jimmy Carter, he has been a columnist for the Boston Globe and Montreal Gazette (where he wrote about the culture of world sports) and he has written extensively on American culture and politics in such publications as the New York Times, Los Angeles Times, Washington Post, and the Atlantic Monthly. A lawyer and former Lecturer on Law at Harvard Law School, he has a vast background in the fields of legal writing, communication, and inter-cultural studies and has taught writing and speaking to thousands of lawyers, judges, business people, and government officials all over the world. He is a graduate of Harvard College and Yale Law School.

## SPEAKING TO WIN

### EFFECTIVE COMMUNICATION SKILLS

Friday 26 February 2010: 9am-12.45pm (3.5 MCLE Units) (10024.1)

More than any other profession, the practice of law depends on the effective use of words, communication, and persuasion. NSW practitioners will have a rare opportunity to learn "tried-and-true" strategies from one of the best, including how to use humour effectively and how to respond to questions without hesitation.

This multimedia, multi-disciplinary program includes enjoyable, practical, improvisational exercises designed to improve your skills and conquer anxiety.

No matter what the speaking situation, you will leave this seminar with the understanding of what makes the great speakers effective and how to use those techniques as a lawyer.

What the seminar will cover:

- ▶ The 5 Key Ingredients of Oral Prose
- ▶ How to improve your voice, appearance, and delivery
- ▶ How to write a speech or testimony to get your message across
- ▶ How to use humour to your advantage
- ▶ How to respond to questions without hesitation
- ▶ How to deal with a hostile or indifferent audience
- ▶ How television changes what you should do
- ▶ How to handle questions asked during technical presentations
- ▶ Strategies to use when appearing on TV or before the press
- ▶ The use and misuse of PowerPoint

presented by:

**Steven Stark**

## WRITING TO WIN

### HOW TO WRITE IN THE COMPUTER AGE FOR LAWYERS

Friday 26 February 2010: 2pm-5.30pm (3.5 MCLE Units) (10024.2)

Writing is an essential career tool. You work with words every day - in your memos, pleadings, client letters, emails - and the words that you choose in those documents convey your ability and confidence. Are you sending the right message?

This course focuses on learning to write persuasively and effectively using a combination of lectures, class exercises and discussions.

What you will learn:

- ▶ The dos and don'ts of legal prose
- ▶ How to write and edit more efficiently
- ▶ How to apply storytelling to your writing of statements of fact
- ▶ How to design readable documents
- ▶ How studying advertisements can help your arguments

Topics covered:

- ▶ Organising your ideas: proper style, paragraph structure
- ▶ Convincing leads and conclusion: avoiding legalese
- ▶ Conveying complex ideas in a simple manner
- ▶ Drafting legal documents
- ▶ Writing for courts
- ▶ Intra-office communication
- ▶ The process of editing (yourself and others)
- ▶ Special factors in technical and litigation writing

presented by:

**Steven Stark**

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Please register me for (or register online at: [www.collaw.edu.au](http://www.collaw.edu.au)):

	L/Society Member	Non Member
<input type="checkbox"/> 10024.1 <b>Speaking to Win</b> Friday 26 Feb 2010: 9am-12.45pm (3.5 MCLE units)	<b>\$299.00</b> (incl. \$27.18 GST)	<b>\$345.00</b> (incl. \$31.35 GST)
<input type="checkbox"/> 10024.2 <b>Writing to Win</b> Friday 26 Feb 2010: 2pm-5.30pm (3.5 MCLE units)	<b>\$299.00</b> (incl. \$27.18 GST)	<b>\$345.00</b> (incl. \$31.35 GST)
<input type="checkbox"/> 10024 <b>Package: Speaking to Win + Writing to Win</b> Friday 26 Feb: 9am-5.30pm (7 MCLE units) (Package includes light working lunch)	<b>\$509.00</b> (incl. \$29.91 GST)	<b>\$590.00</b> (incl. \$53.64 GST)

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We welcome telephone bookings, but a credit card number must be given and payment authorised. Please note that refunds are not given unless the College is notified of your cancellation in writing four working days before the seminar. A cancellation fee applies to each seminar. If you require any changes to your contact details or they appear incorrect in anyway, please contact our Continuing Professional Education Department on Ph: 02 9223 7111 or email: [cpd@collaw.edu.au](mailto:cpd@collaw.edu.au)

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