



## Time Mastery for Lawyers

Effective time management is essential to getting the best out of your professional expertise and growing your client base. Here is an opportunity to build a range of strategies and new habits that will help you take control of your work by increasing your efficiency and effectiveness.

This is a practical, skills-based workshop that uses proven methods to help you to plan, prioritise, delegate and communicate. It focuses on challenging what you do now and will involve a high degree of active participation, practising new ways of working.

This workshop will enable you to:

- eliminate time stress
- learn 100 practical ideas to put into practice immediately
- achieve greater productivity.

You will learn how to:

- increase your billable hours without increasing your hours of work
- increase your job satisfaction
- improve your work life balance.

Topics will include:

- self analysis: what happens to my time?
- understanding how to change - and doing it!
- work on what counts rather than what comes up
- eliminate time waste in meetings
- handle incompleteness: get things done
- handle procrastination.

Stop procrastinating and act now to take control!

### FORMAT

This is an interactive workshop designed to give you the skills and knowledge to build new time management habits.

### COURSE MATERIALS

Course materials including detailed activities will be distributed on the day.

### TIMING

This is a one day workshop from 9.00am - 5.00pm.

### FEE (INCL GST)

The fee for this one day workshop is \$435 for members and associate members and \$495 for non-members.

### PRESENTER



**FRANK SANITATE**  
**FRANK SANITATE ASSOCIATES**  
**SANTA BARBARA, CALIFORNIA**

Frank Sanitate is President of Frank Sanitate Associates which he established in 1977. He and his firm have developed and presented transformational workshops for tens of thousands of lawyers and other professionals over three decades. He has presented his workshops in every state and province in North America as well as in the United Kingdom and Australia. He has published *Don't Go to Work Unless It's Fun: State of the Heart Time Management*. He has a BA in English Literature and an MBA.

### WHO SHOULD ATTEND

This workshop will appeal to lawyers who want to increase their billable hours, grow their productivity and still achieve a work life balance.

One month after attending the workshop, participants have been asked to self assess the change in their effectiveness as a result. Whilst many say between 20% and 40%, some rate the change as high as 80%. Attend this workshop to learn how.

### WHAT PREVIOUS PARTICIPANTS HAVE SAID

*"It can be done – an organised, satisfying life"*

*"This man is so good it is scary. He has one of the best presentations I have ever attended"*

*"My effectiveness has increased by 15% as measured by billing per day without increasing my hours. My satisfaction has increased by 25%"*

*"100% more effective - this is the best seminar I have ever attended, the practical tips are invaluable"*

*"100% more effective - it has made me realise that planning promotes effectiveness"*