

Event Title:

Law Office Management Techniques for Paralegals: Organization of Work

Event Date and Time:

April 26, 2024 -- 11:00 AM EDT - 12:00 PM EDT

Event Agenda:

All times are shown in Eastern time.

11:00 - 12:00, Susi Boss

- I. Task Prioritization and Time Management: Ensuring Paralegal Best Practices
- II. Best Practices in Keeping Case Files Organized for Easy Access and Maintenance
- III. Efficiently Delegating Tasks: Essential Guidelines
- IV. Guidelines for Constructing an Effective Calendaring System
- V. Excel Spreadsheets: Best Practices to Track Trial Dates, Client/Call Notes, Deadlines, etc.
- VI. Helpful Resources and Tech Tools

Event Description:

This quick-tips guide shows you how to get organized and enhance your productivity. Identify tips for prioritizing tasks, develop effective delegation strategies, and discover useful organizational tech tools. Take your skills to the next level - register today!

- Learn the latest best practices for time management and task prioritization.
- Review essential guidelines for case file management.
- Examine best practices for using Excel spreadsheets to track deadlines, trial dates, and more.

**Any mention of specific products in this program is intended as part of a general overview and does not constitute IPE's endorsement or recommendation of any specific product or provider. This program is not sponsored by any technology or electronics provider.*

Who Should Attend:

This **intermediate level course** will provide attendees with savvy organizational tips and tactics. Those who should attend include:

- Paralegals
- Legal Technicians
- Legal Assistants
- Legal Support Staff

Event Bio:

Susi Boss has been a senior paralegal with Higdon, Hardy & Zuflacht, L.L.P. for 20 years. She is president of the paralegal division of the State Bar of Texas; a member of the State Bar of Texas Family Law section, The College of the State Bar of Texas, San Antonio Bar Association, National Association of Legal Assistants and San Antonio Paralegal Association. Ms. Boss earned her Associates Degree from the College of Paralegal Studies.