

Event Title:

A Time Management Guide for Paralegals: How to Manage Interruptions, Multitask, and More

Event Date and Time:

July 23, 2024 -- 02:00 PM EDT - 05:15 PM EDT

Event Agenda:

All times are shown in Eastern time.

- I. **Managing Assignments and Making Functional Timelines**
2:00 - 2:30, Ecleynne Mercy
 - A. Identifying if There is a Problem - Are You Buried With Assignments?
 - B. Breaking Assignments up Into Sections
 - C. Assigning Deadlines to the Sections
- II. **Improving Workflow: Working Smarter Not Harder**
2:30 - 3:00, Ecleynne Mercy
 - A. Learning What Tasks Can be Automated
 - B. Setting up Templates for Effective Research and Writing
 - C. Computer Lingo and Text Abbreviation Shortcuts: Not Just for Gen Z
- III. **How to Avoid Wasting Time and Minimize Distractions**
3:00 - 3:30, Ecleynne Mercy
 - A. Identifying Where Time Gets Wasted
 - B. Taking Steps to Eliminate the Time Wasters
 - C. Getting Back to it, the Art of Cutting Short Office Chit-Chat
 - D. What is Todoist?
- IV. **Multitasking and Productivity: Is There a Right Way?**
3:45 - 4:15, Kathryn Ziegler
 - A. Creating Order Out of Chaos
 - B. Everyone Multitasks
 - C. Shutting Down Your Distractions
- V. **Organization: The Best Ways to Keep Files (and Your Workspace) Organized**
4:15 - 4:45, Kathryn Ziegler
 - A. Good Organization Saves Time
 - B. Finding a Way of Organizing That Works for You
- VI. **Email Management, Clearing the Inbox Properly**
4:45 - 5:15, Kathryn Ziegler

Event Description:

Do you find yourself running short of time? Are you actively seeking new ways to become more organized and improve your workflow? Time management not only saves time but increases productivity. In this course, you will explore the fundamental elements of time management and ways to promote a healthy workflow. Register today!

- Use technology to help you work smarter not harder.
- Discover secrets to multitasking: the art of juggling, delegating, and its effect on

productivity.

- Organization and making your workspace your happy place.
- Overcome distractions, time-wasting, and procrastinating.

**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 tips and tools for effectively managing time, workflow, multitasking, and procrastination.

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

Event Bio:

[Ecleyne Mercy](#) is a highly accomplished attorney the proud owner and operator of Mercy Law P.C. She has also established Legal Upgrade, a company that offers various services and products related to legal guidance, instruction and wellness-based frameworks. The primary focus of Legal Upgrade is to assist individuals, businesses and communities in integrating wellness-based strategies into their daily legal lives and infrastructure. One of the key services provided by Legal Upgrade is an extensive workshop specifically designed to help students maximize their scores on the essay portion of the Georgia Bar Exam. Ms. Mercy has years of experience in helping repeat bar takers pass the bar, and she utilizes her expertise to provide valuable guidance and instruction to aspiring lawyers. Additionally, she oversees and directs various activities within Legal Upgrade. This includes training and supervising paralegal/support staff, conducting bar compliance reviews, providing case management training, monitoring deadlines, and performing firm audits. Ms. Mercy offers staff training programs in areas such as PI case management, family law case management, criminal defense case management, bar compliance, and system assessments. Furthermore, she conducts attorney trainings on a range of legal topics, including bar compliance, family law, criminal defense, general civil litigation, automobile and motorcycle accidents, slip and falls, dog bites, pedestrian impact cases, premises liability cases, and negligent security cases. Ms. Mercy's expertise in these areas allows her to provide comprehensive and specialized training to attorneys and law students. She is also actively involved in promoting legal awareness and civil rights. Ms. Mercy trains attorneys and law students to become legal observers, enabling them to monitor legal proceedings and ensure fairness. She conducts "Know Your Rights" seminars across the country, educating citizens about their constitutional rights when dealing with law enforcement. Additionally, Ms. Mercy serves as a legal commentator for *Court TV*, where she shares her insights and expertise on various legal matters. Her educational background includes a B.A. degree from Howard University and a J.D. degree from Western Michigan University Cooley Law School. Ms. Mercy holds memberships in several professional organizations, including the DeKalb Bar Association, State Bar of Georgia, Georgia Association of Black

Women Attorneys, Haitian American Lawyers Association of Georgia, and Sister Care Alliance. These affiliations demonstrate her commitment to professional development, networking, and community engagement within the legal field.

[Kathryn Ziegler](#) is a paralegal with Waples & Hanger in Indianapolis. Her work as a paralegal is primarily in the federal courts of Indiana, with occasional casework in state courts. Ms. Ziegler's firm practices plaintiff litigation, specializing in constitutional and civil rights law. She is a commissioned notary, and a member of the Indiana Paralegal Association and National Paralegal Association. Ms. Ziegler assists her attorneys in day-to-day legal duties, including screening clients and preparing discovery requests. She earned her B.A. degree from Purdue University and her Paralegal Certification from Indiana University-Purdue University at Indianapolis.