



Central Florida Paralegal Association, Inc.

P.O. Box 1107
Orlando, FL 32802
(407) 672-6372

Contact Us



CFPA Empowers Paralegals to Grow
Through Education, Professional
Development, and Community Service.



CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. Monthly E-Newsletter

CARPE DIEM - July 2022



July is the month every year for the NALA Conference & Expo! According to Article 1.12 of the Bylaws, "CFPA shall be affiliated with the National Association of Legal Assistants, Inc. (NALA)." CFPA and NALA have a long-standing mutually beneficial relationship. Many CFPA members have served on the NALA board of directors or NALA committees. Even more CFPA members have attended NALA conferences over the years. Are you planning to participate in the NALA Conference this year? If not, what is stopping you? You can attend either in-person or virtually. You do not need to be a

WELCOME
NEW MEMBERS

Diana Anderson

For Membership Information
and Application [CLICK
HERE](#)

ALREADY A MEMBER??

If you have recently changed jobs, moved or just have a new email address, PLEASE make sure that you update your membership records by notifying the Membership Committee so that you stay up-to-date with all events:

NALA member to attend their conference.

You do need to be a NALA member to vote in their elections. If you are a NALA member, I highly encourage you to vote! As we all know, elections are important and have consequences. That is true for our country, our state, and our paralegal associations.

If you have any questions about the NALA conference, voting in the NALA election, or anything related to NALA, please reach out. If we cannot answer your question, we can put you in touch with a person that can.

Did you let me know already if you are interested in a CFPA name badge? If you want a CFPA name badge for \$10, please email me with the information that you want to be included on your name badge by Friday, July 10, 2022.

We had a great DEI book club discussion in June on *Razorblade Tears* by S.A. Cosby. Don't miss out on our next discussion in September when we read another book by the same author, *Blacktop Wasteland*.

Take a Walk with CFPA has gotten too hot to walk during lunchtime around Lake Eola. For the month of July, let's switch things up and walk around the inside of the Fashion Square Mall. Meet at 5:30 p.m. on July 19 at Panera Bread and we will walk around the mall. When we are done, we can grab a bite to eat if anyone is interested. If you have any ideas for other cooler places and times to walk during the summer, please pass them along to me.

I have been mulling the idea of doing an informal, group cruise with CFPA members. The cruise would not be as organized as Linda McGrath-Cruz's Paralegal Cruise with CLE and vendor events (or it might be a much more low-key version). I am picturing more of a get-together with CFPA members, friends & family and have fun type of thing. Would you consider participating in a CFPA group cruise? If yes, let me know. Also, let me know the length of time you would like. I have looked at some 2, 3, and 4-night cruises over a weekend out of either Port Canaveral or Tampa on Norwegian, Carnival, or Royal Caribbean. Provide me with your thoughts and I will do some more research once I know what type of cruise you might be interested in.

Happy 4th of July! I hope to see you in Phoenix at the NALA conference! I also hope to hear from you with your thought on a CFPA cruise. njordahl@hotmail.com or 407-923-7738.

Sincerely,

Nancy Jordahl, ACP, FRP, FCP
CFPA President 2022

CFPA Name Tags

Thank you to our **Patron Member, Accurate Serve Orlando**, as they are going to be sponsoring the cost of the CFPA name tags. If you have already provided me with your information, there is no need for you to give me your information again.

If you have not already provided me with your information, and you want a CFPA name tag for no cost to you, please email me at njordahl@hotmail.com and let me know how you would like your name to appear on your name badge.

I will be placing the order on **July 8, 2022**, so that will be the deadline for you to let me know that you want a nametag.

These are great to wear at CFPA Mixers and events for networking. Here is the updated look of the nametag:

Email Us

Upcoming EVENTS

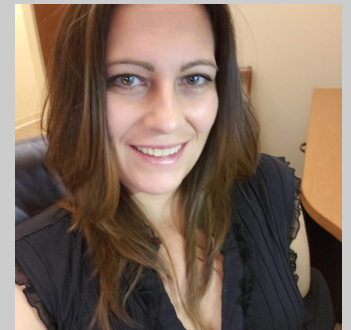
7/14-16/22 NALA Conference
7/20/22 Virtual Bingo
7/27/22 Virtual Lunch CLE
8/2/22 CP Review Course Starts
9/13/22 DE&I Book Club

BOARD OF DIRECTORS



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accurateserve™



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Cassie D. Snyder, ACP, FRP

Treasurer@cfpainc.org

Fellow CFPA Members and FRPs in attendance at the 2022 Florida Bar Conference and FRP Seminar.



Left to Right: Daniel Poskevich, Jennifer Finch, Sara Ferguson, Nancy Jordahl, and Dana Rudolf



NALA Liaison:

Deborah Kallas, ACP, FRP

Nalaliaison@cfpainc.org



Parliamentarian:

Andrea Boykin, FRP

Parliamentarian@cfpainc.org

DIRECTORS



Michelle Coleman, FRP

Director2@cfpainc.org

Did you know these National Days in July?



Sara Ferguson, CP, FRP
Director1@cfpaine.org



Denise Marsters, FRP
Director3@cfpaine.org

CFPA's Charity for the Second Half of the Year ...



We will be holding several events where we will be raising funds through raffle sales to donate to The Russell Home. Learn more about this charity and even find out how you can volunteer:

www.russellhome.org

You can always make a monetary donation through the link below:

[Click Here to Donate to The Russell Home](#)



Caroline Wilkerson, ACP
Director4@cfpaine.org



CFPA Committees:

CLE Chair:

Jennifer Finch, ACP, FRP
CLEChair@cfpaine.org

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Jennifer Diminich, CP, FRP
Membership@cfpaine.org

Public Relations Chair:

Yolanda Fuhrmann, CP, FRP
Publicrelations@cfpaine.org



Caroline Wilkerson, ACP
 is celebrating 6 years at Rissman Barrett - June 27th

Cassie Snyder, ACP, FRP
is celebrating 1 year at Moran Kidd - June 28th

CFPA is giving back to the community and helping with school supplies.

You can donate in two ways. You can donate items either in person or contact a CFPA Board Member to drop off your collected items.



School Supply Wish List

Every girl should have the tools she needs to succeed in the classroom.

college ruled paper
notebooks
calculators
folders
post it notes
pencils & pens
art supplies
construction paper
glue sticks

highlighters
books
copy paper
poster board
paper towels
hand sanitizer
kleenex
sanitizing wipes

**Donations can be dropped off by appointment
at 445 N. Wymore Road, Winter Park, FL 32789**

Make a Monetary Donation to PACE

**The second way is that you can make a monetary donation to the
USO School Drive.**

The USO supports our military children as they head back to the classroom by collecting school supplies and distributing them at military installations. Community partners and local citizens donate supplies to various drop-off points around the area while the USO rallies local businesses to help purchase the remaining requested items. The drive culminates with Back to School Fairs full of educational resources, food, and camaraderie.



Community Service Chair:
Peonca Grier, CP, FRP
CommunityService@cfpaine.org

Student Relations Chair:
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Students@cfpaine.org

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Socialmedia@cfpaine.org

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Newsletter - Carpe Diem
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Donate to the USO School Drive

CFPA Newsletter Sponsor



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CFPA's 2022 Charities



www.fightcolorectalcancer.org

Mission:

We FIGHT to cure colorectal cancer and serve as relentless champions of hope for all affected by this disease through informed patient support, impactful policy change, and breakthrough research endeavors.

It was 2005. Founder and Chairman of the Board Nancy Roach had already made huge progress for colon and rectal cancer patients. She was part of a group of survivors, caregivers and friends that formed the first colorectal cancer non-profit — **Colon Cancer Alliance**.

Nancy and a small group of committed individuals formed C3 – Colorectal Cancer Coalition (renamed Fight Colorectal Cancer in 2011). What can we say? The rest is history.


From day one the focus of Fight Colorectal Cancer has been to get

the voices of advocates heard. It's our belief that when leaders see





July 20, 2022
6:30 p.m.
Will be sponsoring 4 rounds of Bingo with PRIZES!!
This event is FREE to CFPA Members and Non-Members!
COME JOIN THE FUN!!!
Zoom login and Bingo cards will ONLY be provided to those who RSVP
Make sure you rsvp by July 19, 2022
RSVP: Membership@cfpainc.org



[Click Here to Register for Bingo](#)

MEMBER MATTERS

with Jennifer Diminich, Membership Chair



IN THE KNOW: Join CFPA on Facebook, Instagram, and LinkedIn and stay up-to-date on all of our events!!

RESPONSES NEEDED: Are you receiving CFPA emails and announcements? If not, please contact membership@cfpainc.org to confirm your information - we don't want you to miss out!

CFPA INVOLVEMENT: CFPA is a top association because of our members and their involvement with events, committees, community outreach, and networking. If you are someone who excels in these areas please reach out and we would be happy to discuss getting you involved!

PR Committee and DEI Committee are looking for members who have time to join and help us grow and excel CFPA! Please contact membership at: membership@cfpainc.org.

and hear those impacted by their decisions, change occurs. For over a decade we've watched this happen. There's nothing like a personal story to change minds.

Today, Fight Colorectal Cancer is the leading patient advocacy group in colorectal cancer. We're known for our extremely loud, involved (and sometimes even feisty) voices. We have no plans of slowing down or stopping until we reach our goal: a cure.

Donate:

www.fightcolorectalcaner.org/donate



www.russellhome.org

The Russell Home for Atypical Children in Orlando has been in continuous operation for over 60 years without any government support. The Home is the only private, non-profit facility of its kind for severely disabled children in Central Florida.

The Russell Home provides around the clock specialized care, with love and a home-like atmosphere. The love that is in this home, expressed through the eyes, sounds, and smiles from the children will make you count your blessings for the simple things in life.

To make a monetary donation:

<https://russellhome.org/giving>

To make a donation from their Wish List:

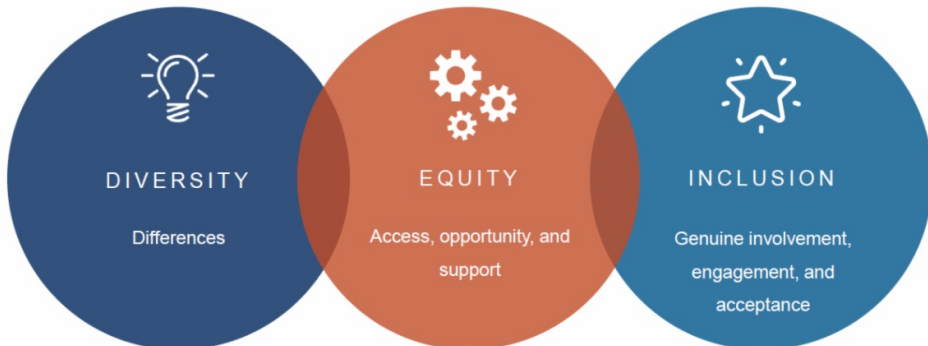
<https://russellhome.org/needs>

MEMBERSHIP MENTORS: I am looking for any CFPA member that would be interested in becoming a Member Mentor, you would be a member of the Membership Committee and would be the initial contact for CFPA's new members. The goal is welcome in new members and encourage their attendance at CLEs, events, and other social activities. Please contact me if you are interested.



Contact Membership Chair

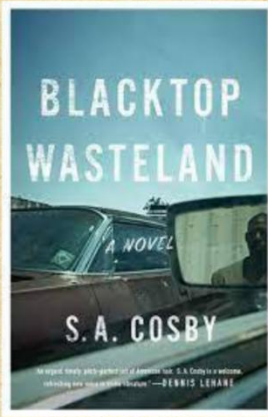
A great time was had by all who attended the Half Year Membership Mixer held at Ace Cafe.



CFPA's DEI Committee is in its first year of existence. The DEI Committee has brainstormed and came up with the idea of holding a virtual Book Club and has chosen several books that will spark engaging, insightful, and necessary conversations as it relates to diversity, equity, and inclusion ("DEI").

CFPA's Diversity, Equity &

Inclusion Virtual Book Club



Join CFPA's DE&I Book Club, grab your copy of the book, and start reading ... we look forward to discussing this with you!

**NOW OPEN TO MEMBERS AND
NON MEMBERS!!**

If you have a book suggestion for the DE&I Book Club, please send an email to the DE&I Committee.

Tuesday, September 13, 2022

6:45 p.m.

Via Zoom



**Please RSVP by 9/12/22 to
DEICommittee@cfpainc.org**

www.cfpainc.org

6 Tips to Reduce Stress and Avoid Paralegal Burnout

By: Ana Londono

June 23, 2022

Living in a post-pandemic world leaves us all vulnerable to paralegal burnout. In the legal profession specifically, many paralegals work day and night to adapt to the new challenges exposed by the pandemic. Workers across the world put together **strategies that allow them to remain physically and mentally healthy** while reaching their professional and personal goals.

The work of a paralegal or secretary is oftentimes not time-bound because we work to meet the goals and workload of our law firms. Although our boundaries can feel less defined, it is important to create a barrier or separation from the stress and pressure of our working environments for the sake of ourselves and our families. Here are some tips to avoid paralegal burnout and remain sane and healthy while completing your day-to-day tasks:

1. Setting Time Boundaries

It is common to hear that most law firms set a schedule from 9 to 5, but the firm's workload sometimes dictates that additional time is needed. An occasional late assignment is normal, but it is crucial to clearly communicate your needs with peers and supervisors and set limitations over when and how you will work. Certain things about work should be considered non-negotiable for many reasons, the main one being your personal time.

When your work schedule intrudes into your personal time – the time you are meant to spend with family and friends – we tend to lose balance and in a worst-case scenario, we hardly distinguish the feelings we have towards work and towards our own time. This can blur the lines and lead to paralegal burnout more quickly. The job that provides so well for you and your family might be the reason why you do not see your family, in which case, one can ask: how many nights do you come home late? Is this time being considered

for salary increases or promotions?

Communicating our time limitations and family engagements can do wonders for our schedules. With the massive resignations seen during the last few months of the pandemic, many employers are seeking ways to keep their employees happy. Remember that firms and attorneys gain nothing from paralegal burnout. Here are some tips for **improving the situation when working for a difficult boss**. Considering this, make this a time to speak about your personal goals, family needs, and future engagements. Setting a stable schedule can also help you sleep better and ultimately be more productive.

2. Setting Physical Boundaries – Leaving Work At Work

One thing is to stay at work an additional hour, and another is to bring the work stress home. Bringing law cases to dinner is not a good idea and work, if boundaries are met, should remain within the boundaries of your office. A major naysay of this is the concept of remote work where work meets no physical boundaries, in which case, it is hard to determine when and how our work ends and our personal life begins.

Taking this into account, many experts recommend having a separate physical space in the house that is dedicated entirely to remote work. Consider these **tips for setting up your home workspace**. If a physical boundary is not well defined by your employer, take initiative and design your own “work area” where only work-related things are handled. Communicating with family members about this physical space will help them understand when you will be working, concentrating on a task, or simply not available.

3. Using Technology As An Aid To Avoiding Paralegal Burnout

If you have established a defined set of boundaries (of both time and space) there is a third step to take: use technology to stick to these habits. One could, for example, activate the computer alarm to be mindful of your lunch break or set up a quick alarm to remind you that it is time to go home.

Let’s say that boundaries are set, but a very stressful situation has happened. You are anxious and unable to work or continue performing your duties, which is causing more delays in your normal work. If this has ever, been you, consider **meditation**.

A free meditation app that contains both guided and instrumental meditation with a timer is **Inside Timer**. Sometimes an issue is easier to analyze if it can be easily deconstructed. Meditation allows people to disconnect from stress and analyze it from a point of view where it can be managed easily. It reduces the risk of burnout. Set aside some minutes of your lunch break to breathe, disconnect, focus, and pursue a solution that satisfies you and your firm.

If the problem is a lack of concentration, an app called **Forest** might be the solution. This app lets you plant a digital tree and remain on task until the tree has grown on your phone. You can set chunks of time in which you will remain free of distractions so you can concentrate your energy on the problem to solve.

Technology can help you turn a stressful situation or environment into an intentional experience.

4. Exercising

Our physical health is a huge factor to consider, especially if we rely on our minds and bodies to go to work. If meditating does not help, consider setting an exercise schedule with activities of low impact, which can lead to stronger and more energized exercise habits.

Many people enjoy walking midday on their lunch breaks. Others enjoy simply going outside to catch some sun, if either of these is you, think about the wonders that movement is doing to both your physical and mental health. Performing a physical activity can help you clear your mind, concentrate, and sometimes bring up creative and intuitive solutions while exercising.

5. Scheduling Free Time

Our bodies need rest. Rest that is both for the mind and the body. It might sound illogical to try and schedule a time to do nothing, but with a busy schedule as a paralegal, it is important to have available time to do other activities that have nothing to do with work. Having this time is essential to avoiding paralegal burnout.

People invest time in social media, working extra hours, cooking, and commuting. How much of this time is spent doing things you actually enjoy? When was the last time that you spent three hours devouring a book or painting? Design this no-work part of your schedule to do that. Explore hobbies and things that are often left behind because of your work duties. Paralegal burnout can often come when there is no outlet to get away from the day-to-day stress.

6. Personal Stimulation

Following this idea, choose the kind of activities you're going to perform in these chunks of free time. Use this time to set your personal and **career development goals**. What is an exam or license you hope to earn? Would it benefit you to take your **state's notary exam**? Do you want to pursue more certifications and **expand your paralegal education**?

Use free time to pursue activities that offer some degree of positive stimulation. Stimulating activities are all those that make life feel easier, brighter, or at the very least, entice sensations of calmness and serenity in your life. Visiting a local park, taking photographs of friends or family, bringing your children to the water park, enjoying some alone time, scheduling a massage session, or going to the gym are all positive stimulation that reduces stress.

These 6 strategies all offer some kind of emotional, physical, and mental relief from the stress of daily life as a paralegal or legal professional. You can read more about getting a better work/life balance [here](#).

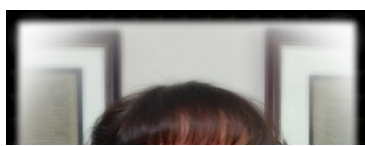


ABOUT THE AUTHOR: Ana is an immigration paralegal with six years of experience in the field. Her interests encompass the areas of education, technology, and human rights. She is currently pursuing a Bachelor's degree in Psychology, and she is a member of the APA and Psi Chi.

Reprinted from Paralegal Bootcamp:

www.paralegal-bootcamp.com/6-paralegal-tips-to-reduce-stress

CFPA Newsletter Sponsor





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Time Billing Strategies Including Use of ABA Task Codes



Speaker:
Nancy Jordahl, ACP, FRP, FCP
July 27, 2022
12:00 p.m. - Via Zoom

CFPA Members: FREE
Non-Members: \$20.00
Registration Closes at 1:00 p.m. on 7/26/2022

Please RSVP and make Non-Member payments online:

www.cfpainc.org/cle

Any questions please
email: cle@cfpainc.org

NALA Approved for
1.0 hour Substantive CLE



[Click Here to Register for the CLE](#)

If you have any questions, feel free to email the CLE Committee at CLE@cfpainc.org.



Second Virtual Candidate Forum

July 13, 2022 @ 5:00 p.m. CT/ 6:00 p.m. EST

Meet the candidates for NALA's Board of Directors in our second live-stream Virtual Candidate Forum. The moderator will field questions from the audience for up to an hour. The candidates are running for the following positions:

- Vice President
- Secretary
- Treasurer
- Area Director

You can read more about the individual candidates [here](#).

If you missed the first candidate forum, you can [view it on YouTube here](#).

The forum is free to attend, but space is limited, and attendees must register in advance. [Register here](#).

NALA 2022-2023 Candidates – 2022 NALA ELECTION

YOUR VOTE COUNTS!

NALA has continued to grow and prosper simply because our members are involved and invested in the growth of the paralegal profession. NALA is a membership organization. This means that the individual voices of our members matter greatly.

As an Active type member of NALA, you get the privilege to vote for important issues within the association. This includes voting for who you think is the best candidate to represent your interests on the NALA Board of Directors and also any bylaw amendments. This voting guide will help provide you with the necessary information about each candidate and the bylaw changes in order to assist you in casting the right vote.

All voting for Board of Directors candidates and bylaw changes will be cast BEFORE the Annual Membership Meeting in July. All voting will be done online through a direct email invitation to your primary email address. You can cast your vote from the convenience of your office, home, or cell phone. We will be using a vote-submit-confirm process. Your vote won't officially count until you have confirmed your vote. Only Active type members in good standing forty-five (45) days prior to the annual meeting shall be qualified to vote.

Voting will take place online from the convenience of your office, home, or cell phone until 9:30 am CT on July 14, 2022. Election results will be announced during the Annual Membership Meeting at Conference on July 14, 2022.

If you are unable to cast your vote during that time you can fill out the [Designation of Proxy Online Form](#).

To learn more about the candidates, go to NALA's website at: <https://www.nala.org/about-nala/nala-board-directors/nala-election>.

2022 NALA Conference & Expo

The NALA Conference & Expo is the most anticipated paralegal event of the year. This year's conference in Phoenix, AZ will be no exception. To help support the inclusive needs of paralegals across the nation, NALA's excited to launch our first-ever hybrid conference. This means you can choose to attend either in person or virtually, July 14th through the 16th. All attendees will be able to participate in this 3-day educational event featuring a great opportunity to network with like-minded professionals, upgrade your paralegal skills, earn CLE credit, and much more. We hope to see you July 14-16 in Phoenix, AZ!

For more information and to register, please visit the [NALA.org](http://www.nala.org) website on the homepage under the Education tab.

2023 Conference Call for Speakers – Boston and Save the Date!

Be part of the excitement at the 2023 NALA Conference & Expo in Boston, Massachusetts by transforming your experience, ideas, and best practices into presenting a session for the conference.

VENUE AND DATE – July 12 – 14, 2023 at The Westin Copley Place in Boston, Massachusetts.

BENEFITS OF PRESENTING AT THE CONFERENCE include complimentary Full Conference Registration; NALA will provide and make all travel and hotel arrangements; including ground transportation round-trip the airport and hotel; per diem reasonable meal expenses.

For more information and to register, please visit [2023 Conference Call for Speakers – NALA](#).

Upcoming Live Webinars

July 5, 2022 at 6:00 p.m.-7:30 p.m. CT/7:00 p.m.-8:30 p.m. EST – NALA Affiliated Associations Town Hall. To learn more about this webinar or to register, go to NALA's website at: <http://portal.nalamember.com/live-webinars>.

July 13, 2022 at 5:00 p.m. CT/6:00 p.m. EST – NALA Second Virtual Candidate Forum 2022. To learn more about this webinar or to register, go to NALA's website at: <http://portal.nalamember.com/live-webinars>.

August 24, 2022 at 12:00 p.m. CT/1:00 p.m. EST – W2224 – Addressing Our Professional, Emotional, and Mental Health. To learn more about this webinar or to register, go to NALA's website at: <http://portal.nalamember.com/live-webinars>.

August 31, 2022 at 12:00 p.m. CT/1:00 p.m. EST – W2229 – Should I Stay Or Should I Go? Handling Burnout and Strategizing Next Steps. To learn more about this webinar or to register, go to NALA's website at: <http://portal.nalamember.com/live-webinars>.

[Click Here to Register for NALA Seminars](#)

NALA ELECTION 2022

★ ★ ★
YOUR VOTE COUNTS
CAST YOUR VOTE!

If you are a NALA Member please be sure to cast your votes for the NALA candidates. Our very own Peonca Grier, ACP, FRP is running for NALA Secretary.

The online voting window for **2022 BOD Elections** is from **June 22, 2022 7:00 AM Central Time to July 14, 2022 9:30 AM Central Time.**

Notes:

1. You may vote at any time within the voting window.
2. After you start voting, you may stop and return at any time up to the end of the voting window.
3. When you are completely finished voting, you must submit your vote.
4. ***After submitting, you will receive an email that contains a link to confirm your vote. If you do not click this link, your vote will not count.***

**NALA 2022
CONFERENCE
& EXPO**

JULY 14-16 | PHOENIX, ARIZONA
JW MARRIOTT DESERT RIDGE RESORT & SPA

EARLY BIRD REGISTRATION NOW OPEN!

Join us at NALA Conference in Phoenix!! Need help convincing your boss? NALA has a form letter for that!

[Register for NALA Convention](#)

[NALA's Convince Your Boss Letter Template](#)

CP Review Course

SAVE THE DATE!!

**CLASSES START
AUGUST 2, 2022!!!**

- U.S. Legal System
- Civil Litigation
- Contracts
- Corporate & Commercial Law
- Criminal Law & Procedure
- Estate Planning & Probate
- Real Estate & Property
- Torts
- Professional & Ethical Liability



CFPA/LAPSWV Members \$75.00

Student Members/Non-Members \$50.00

Non-Members \$100.00

Per Class CLE Price: Members \$10.00

Per Class CLE Price: Non-Members \$20.00



Classes start August 2, 2022 and will meet twice a week.

Every Tuesday and Thursday at 7:00 p.m.

Classes will be one hour.

If you are interested in attending the CP Review Course please make sure you register online via our website.

[Register for the CP Review Course HERE](#)



Don't Let Social Media Cost You a Job

By: Ann Pearson, Founder

It happens all too often and we don't want it to happen to you. Social media is a valuable tool for networking, connecting, and learning from so many others in the industry, but if you're not careful it can affect your career

for many years.

I'll be sharing stories on what not to do and offering tips on how you can avoid costly mistakes when posting on social media. Let's make sure you're being compliant with your company's social media policies and always presenting yourself as a rockstar paralegal on the internet.

You can [listen to it here](#) now!

Ann Pearson, Founder

[Paralegal Boot Camp](#)

apearson@paralegal-bootcamp.com

Reprinted from Paralegal Bootcamp

From the Editor ...



I hope you have enjoyed this issue of the Carpe Diem. We would love to hear from you! Have you written an article that has been published that you would like to have placed in our newsletter? Does your attorney write articles that he or she would like to share with our group for publishing? If you are interested in writing an article for the newsletter let me know.

Big THANKS to NorthStar Legal and Huseby for sponsoring the newsletter for 2022!!

Thank you,
Cassie Snyder, ACP, FRP
Editor

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