

Central Florida Paralegal Association, Inc.

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

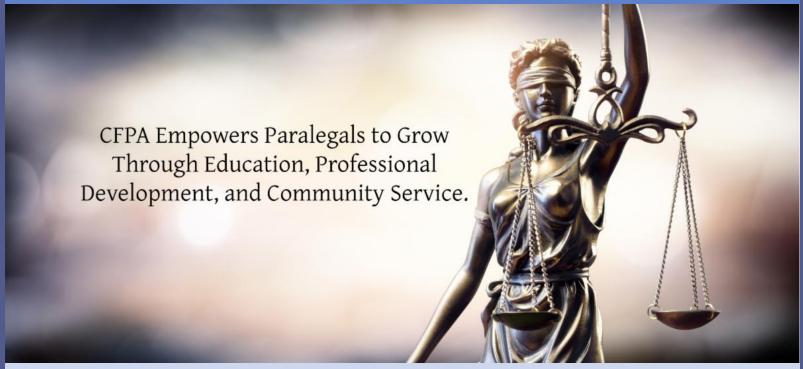












CENTRAL FLORIDA PARALEGAL ASSOCIATION, INC. **Monthly E-Newsletter**

CARPE DIEM - October 2022



ACTIVE:

Anne Dahms, FRP



CFPA friends,

October is a busy month for CFPA. Paralegal Association of Florida (PAF) shared that they submitted a Proclamation to Governor DeSantis' office for signature, proclaiming October 23, 2022, as Paralegal day but recognizing the week of October 17-22, 2022 as Paralegal week. From past submissions, the Proclamation was signed only recognizing October 23, 2022, but maybe we will get the week this year.

CFPA elections will run from October 15-31. Be on the lookout for an email on October 15 and do not forget to vote! "If you don't vote, you lose the right to complain." – George Carlin

Paralegal of the Year Award nominations are due October 23. Remind your boss to nominate you or one of your CFPA peers that deserves recognition.

We are going to have a fun collaboration with the Orange County Bar Association Paralegal Section on October 19^{t} h at Pour Choice Taphouse. Please show out in force for this event and wear your CFPA name tags.

The Take A Walk with CFPA for October will be the Orlando Magic 5K on October 8. Let me know if you would like to walk that 5K with me. CFPA has created a team and you can sign up here: https://haku.ly/457920fe39

CFPA has a limited number of t-shirts available for purchase for \$15. If you plan to walk on October 8, try to wear your CFPA t-shirt so we can show as a unified front.

Remember that if you did not have an opportunity to attend the CP Review Course you can still register to receive the recordings and handout materials. Register on CFPA's website. As a CFPA member, you receive discounted registration.

Many of the CFPA Past-Presidents got together at the end of September to brainstorm ways to make the next 40 years of CFPA as amazing as possible – so be on the lookout for a bunch of exciting events as we all celebrate CFPA's 40-year anniversary in 2023. Without leaps of imagination or dreaming, we

loss the avoitement of neggibilities. Drawning after all is a form of planning

Melody Hoover, FRP

STUDENT:

Julie Roop

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:

Email Us



10/5/22 CFPA Bingo

10/8/22 Orlando Magic 5K
10/15/22 CFPA Elections Begin
10/19/22 CFPA CLE
10/20/22 CFPA BOD Meeting
10/23/22 Paralegal of the Year
Deadline
10/23/22 CFPA Trunk or Treat
10/29/22 Volunteer Event with
Second Harvest Food Bank
10/31/22 CFPA Elections Close
11/4/22 Scholarship Deadline
12/2/22 CFPA Holiday Social

BOARD OF DIRECTORS

Gloria Steinem

I love to hear from you. You can always reach me at **njordahl@hotmail.com** or 407-923-7738. Dream big!

Sincerely,

Nancy Jordahl, ACP, FRP, FCP CFPA President 2022

CFPA's Past President Club

CFPA President, Nancy Jordahl gathered past Presidents to brainstorm ideas for the future of CFPA as we get ready to embark and celebrate going into our 40th year of providing paralegal excellence to Central Florida paralegals!!





President:
Nancy Jordahl, ACP, FRP, FCP
CFPAPresident@cfpainc.org



Vice President/President Elect:
Jennifer Diminich, CP, FRP
<u>VicePresident@cfpainc.org</u>



Secretary:
Iris F. Walker, FRP
Secretary@cfpainc.org



In attendance from left to right: Cassie Snyder, ACP, FRP; Jennifer Finch, ACP, FRP; Anne Hughes, ACP, FCP, FRP; Caroline Wilkerson, ACP; Nancy Jordahl, ACP, FRP, FCP; Yolanda Fuhrmann, CP, FRP; Jean Hinton, ACP; Peonca Grier, CP, FRP, and Marisa Green, ACP



Treasurer:
Cassie D. Snyder, ACP, FRP
Treasurer@cfpainc.org



NALA Liaison:
Deborah Kallas, ACP, FRP
Nalaliaison@cfpainc.org



Parliamentarian:
Andrea Boykin, FRP
Parliamentarian@cfpainc.org

DIRECTORS



Slip and Fall By: Janet E. Mahindroo, ACP, FCP



Michelle Coleman, FRP <u>Director2@cfpainc.org</u>



Sara Ferguson, CP, FRP Director1@cfpainc.org



Denise Marsters, FRP

Director3@cfpainc.org



Caroline Wilkerson, ACP



- A "slip and fall" case is considered a premises liability claim. True or False
- Comparative negligence and constructive knowledge mean the same thing in a "slip and fall" accident. True or False
- Under Florida law, a business's customers are considered "invitees" and entitled to the highest duty of care from the business or property owner. True or False A transitory foreign substance is any solid or liquid substance

or object that is not where it should be. True or False The Statute of Limitations in Florida on a "slip and fall" case

is 2 years? True or False



ACROSS

- Filed in Response to Complaint
- Could be compensatory or punitive
- San Andreas
- and suffering 11.
- 12. Latin for thing or matter
- 13. Mishap
- 16. Judge's direction
- 17. Nickname for Susan
- 18. The reason something happens
- 19. You take this when you travel
- 20. Opposite of lose
- 22. Judgmental peers
- 23. Covered against risk

DOWN

- 2. To sustain loss or damage
- 3. Autumn
- and Order
- Interrogate 5.
- Condition causing 13 Across
- Civil or criminal action or suit
- 10. Sand trap in golf
- 14. Possible result of 13 Across
- 15. A civil wrong
- 17. Ladies' petticoats
- 21. Past tense of know

commonly use the word fall, long ago shorted from "fall of leaf", while people in Great Britain call autumn.

The color that leaves turn in fall is based on how much sugar is in the leaf That's why maple leaves are such a brilliant red color.

You can see the brightest moon in the fall. It's the closest full moon to the fall equinox and is named the Moon Harvest since its extra light helped the farmers harvest their crops.

Answers: 1.True 2.False. 3.True 4.False - Across - ANSWER, DAMAGES, FAULT, PAIN, RES, ACCIDENT, ORDER, SUE, CAUSE, TRIP, WIN, JURY, INSURED - Down - SUFFER, FALL, LAW, ASK, UNSAFE, CASE HAZARD, INJURY, TORT, SLIPS, KNEW



CFPA Committees:

CLE Chair:

Jennifer Finch, ACP, FRP CLEChair@cfpainc.org

Membership Chair:

Jennifer Diminich, CP, FRP Membership@cfpainc.org

Public Relations Chair:

Yolanda Fuhrmann, CP, FRP Publicrelations@cfpainc.org

Community Service Chair:

Peonca Grier, CP, FRP CommunityService@cfpainc.org

Student Relations Chair:

Sara Ferguson, CP, FRP Students@cfpainc.org

Social Media Chair:

Jennifer Diminich, CP, FRP Socialmedia@cfpainc.org

Scholarship Chair:

Julie McLean, CP, FRP

Newsletter - Carpe Diem Cassie Snyder, ACP, FRP

Editor@cfpainc.org

Paralegal Regulation & **Ethics Chair:**

Deborah Kallas, CP, FRP Nalaliaison@cfpainc.org

Job Bank Chair:

Leslie Norton, ACP, FRP Icha@afnaina



Take a walk with CFPA



We are getting together once a month to walk and network. Come join in the fun and camaraderie.

October 8, 2022 Orlando Magic 5K

Please RSVP to CFPA President, Nancy Jordahl, ACP, FRP, FCP at CFPAPresident@cfpainc.org



www.cfpainc.org

Interested in the Orlando Magic 5K

3 Tips for Becoming More Confident in the Workplace

JUDS(W,CIPAIIIC.U

CP Review Course Chair: Sara Ferguson, CP, FRP ReviewCourse@cfpainc.org

DE&I Chair:

Peonca Grier, CP, FRP, MSM-HR, SHRM-CP peoncag@gmail.com

NEWSLETTER SPONSORS



Jimmy Singh

National Account Manager **Direct:** 352-443-5788 **Office:** 800-333-2082

Ext.10034

jimmysingh@huseby.com

Ana Carroll

Regional Account Manager **Direct:** 704-227-0450

Office: 800-333-2082 Ext.573

anacarroll@huseby.com



Jennifer Magnusson

President, COO, SR **Office:** 407-841-2045 **Fax:** 407-841-2046

jennifer@northstar-legal.com





Whether you've been in your role for a while, or you're starting a new job and getting acclimated, there's always room to improve your confidence at work. Here are some pointers:

- 1. Cut out self-deprecating language: I know, easier said than done, but being kinder to ourselves in moments of stress can do wonders for self-esteem.
- 2. **Ask questions:** The more you practice speaking up and asserting yourself, the easier it will become over time.
- 3. **Leave work at work:** De-stressing when you're off the clock will enable you to start the next day more energized and ready for the tasks at hand.

Article By: Maggie Medoff, WordWrite, The Pittsburgh 100 September 22, 2022

Did you know these National Days in October?

Newsletter Recognition:



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



October





Colorectal Cancer has been to get the voices of advocates heard. It's our belief that when leaders see 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.fightcolorectalcancer.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

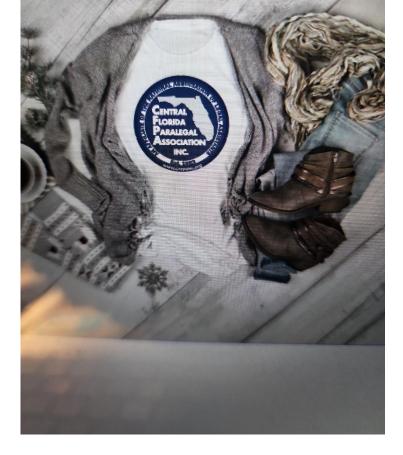




RSVP for Trunk or Treat

To make a donation from their Wish List:

https://russellhome.org/needs



CFPA T-Shirts for Sale - \$15.00

Plain white unisex t-shirt with the CFPA logo.

If you are interested, please email Nancy Jordahl at CFPAPresident@cfpainc.org

5 Productivity Tips That Helped Me Get My Head Back Above Water By: Jay Harrington

A few months back, I was drowning in work. Every available space on my calendar seemed to be filled with other people's priorities.

While it's good to be busy, it's not when you get to the point where things start slipping through the cracks. So I started focusing intently on finding ways to improve my productivity.

What Worked? 5 Attorney Productivity Tips

I experimented with all kinds of productivity "hacks" and most were more trouble than they were worth. However, five really moved the needle in a positive direction. Here they are, in case you're looking for a productivity boost, too.

1. Time Blocks for Email

Instead of checking and responding to every new email notification — which is how I used to deal with email — I started creating two 30- or 45-minute blocks of time every day to process email.

Ideally, these are the only times I'm going in my inbox.

By creating time blocks, I have time set aside to work on nothing but email. This allows me to do more and better deep work during the rest of the day.

And I don't think my clients notice any difference. After all, they want a timely response back from me — almost never an instantaneous one. Plus I think they prefer me spending more time concentrating on creating good work product for them versus immediately responding to emails.

2. No Meetings on Mondays

Everyone has heard that it's best to get your most important and challenging work done first thing in the morning when your mind is fresh.

I started taking that one step further by reserving all day on Mondays for deep work like writing and strategy — which means having no meetings on Monday.

Many times it feels like I get more work done on Mondays than the rest of the week combined.

This helps build momentum that carries me through the rest of the week.

3. Batching Calls on Fridays

While I try to start off the week with a deep-work bang, my creative energy to dive into a project is often sapped by the time Friday rolls around. So that's the day I try to batch as many back-to-back calls as possible.

Variety may be the spice of life, but it's a productivity killer. So when I'm writing, I want to write. And if I'm connecting with people on calls, I want to connect. Switching back and forth (while sometimes inevitable) can be a big distraction.

4. Checking in With My Future Self

While my current self may feel stressed and tired, I have a tendency to believe that my future self (me two months from now) will have lots of capacity and boundless energy. As a result, I sometimes have a tendency to say yes to commitments in the future that I would say no to if they were happening tomorrow.

To correct for this, I committed to not saying yes to any new commitment until after a 24-hour period has passed. This gives me a chance to check in with my future self and make an honest assessment if I want to say yes to a future request on my time. The answer has been "no way" more often, which has been a relief to my current and future self!

5. Implementing a Shutdown Routine

A productive day is enabled by a good morning routine, which is enabled by a good night of sleep, which is enabled by detaching from the stress of the

workday.

And detaching from the stress of the workday is enabled by a good shutdown routine at the end of the day.

Since the boundary between work and life is blurrier than ever, a shutdown routine is more important than ever. Every day, leaving my I office, I devote 15 to 20 minutes during which I do this:

- Tie up loose ends.
- Do one last review of email.
- Note priorities for tomorrow.
- Set an intention for the evening.
- Close the laptop and step away from my desk.

This routine — like a checklist for a pilot — helps me walk away from work feeling squared away.

I'm less stressed, more present for others and sleep better. As a result, I'm more productive the next day.

No, my routine isn't perfect — and yours probably won't be either. Yes, it's sometimes necessary to jump back on the computer at night to respond to messages. But don't let the pursuit of perfection get in the way of progress. Establish boundaries to the best of your ability.

Now Go Be More Productive (and Less Stressed in the Process)

That's what's working for me these days — five simple tips to make you more efficient and productive.

I hope this is helpful if you're looking for a boost in **productivity**, too.

Article by:

JAY HARRINGTON

Jay Harrington is the owner of Harrington Communications, a leading thought-leadership PR and marketing agency that specializes in helping law firms and lawyers build awareness, influence, and new business. Jay is the author of three books for lawyers on issues related to business and professional development, including "The Productivity Pivot," "The Essential Associate" and "One of a Kind: A Proven Path to a Profitable Practice." He podcasts at The Thought Leadership Project. Previously, he practiced law at Skadden Arps and Foley & Lardner. Follow him @harringj75.

ALL CALL FOR APPLICANTS

CFPA Offers Three (3) Scholarships:



Paralegal Studies Student



NALA CP Exam



NALA ACP Exam

DEADLINE for Application - 11/4/2022

Winners will be announced on 11/18/2022

Scholarships will be awarded at the CFPA Holiday Social on December 2, 2022

For further Information see Application or email: Scholarship@cfpainc.org www.cfpainc.org



Click Here for Student Scholarship Application

Click Here for CP Scholarship Application

Click Here for ACP Scholarship Application

Questions? Click Here to Email the Scholarship Committee

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

Central Florida Paralegal Association

Davalogal



This is awarded annually honoring an exceptional paralegal with an incomparable level of performance. Recognizing a Paralegal of the Year is one of CFPA's many goals as a professional organization for paralegals.

WHO CAN NOMINATE??

ATTORNEY/FIRM

An Attorney/Firm can nominate a CFPA Member or a Non CFPA Member

PARALEGAL PEER

Paralegal Peers can only nominate a CFPA Member

Your nomination should include the paralegal's full name, how long he or she has worked at your firm/corporation, as well as a detailed explanation of the talents or qualities exhibited that make this paralegal unique.

DEADLINE TO SUBMIT - October 23, 2022

EMAIL your nomination to: ParalegaloftheYear@cfpainc.org

www.cfpainc.org

Email the Paralegal of the Year Committee

CFPA Newsletter Sponsor





Find Huseby on social media at:



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.

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



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!

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.

TBA - November 2022 Via Zoom

Any questions or suggestions please email : DEICommittee@cfpainc.org www.cfpainc.org



Click to Email the DEI Committee





Lisa Vander Weide, ACP 1 year at Baker Hostetler

Lindsey Hall, FRP
11 years at Cameron Hodges Coleman LaPointe & Wright, P.A.

Iris F. Walker, FRP 17 years at Lee Jay Colling & Associates, P.A.

> Jennifer Magnusson 11 years at NorthStar Legal

CFPA Newsletter Sponsor





Founded in 2009, NorthStar Legal began with one simple mission: to find the perfect fit between client and candidate. It is our belief that with a little work and effort, clients and candidates can rest easy knowing that they have found exactly what they were looking for.

With nearly 20 years of experience in the legal placement arena, we are confident that no matter your needs we have your perfect placement! Let NorthStar Legal navigate your hiring needs.

Find NorthStar Legal on social media at:



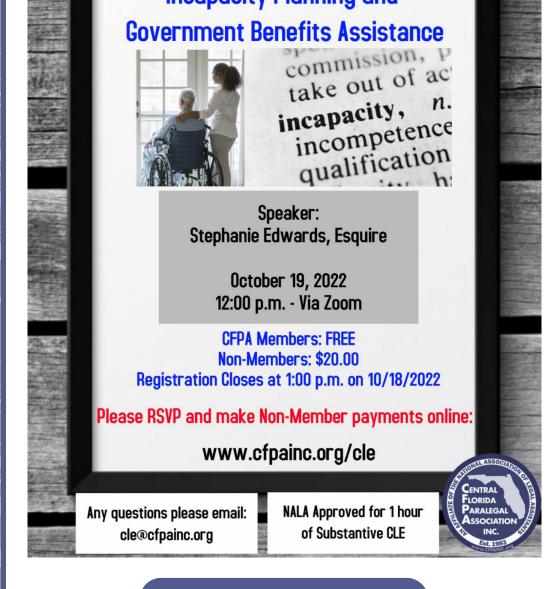


Do you have a seminar topic you would like to see? Are you interested in being a seminar speaker or know someone who might? If so, please reach out to our CLE Committee.

November - TBD December - TBD

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





Register for the October Virtual CLE

HAPPY NATIONAL PARALEGAL DAY!! OCTOBER 23, 2022

Paralegal.



Call in dead?"



Check out what is on the NALA website!

There are interesting articles regarding Diversity Equality Inclusion (DEI)! NALA also has a Facebook page!

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.

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.

\$5 NALA Student Membership

Paralegal students can now join NALA, the nation's largest paralegal association, for just \$5 a year. Please visit the NALA website for more information.

Upcoming Live Webinars

October 5, 2022, at 12:00 p.m. CT/1:00 p.m. EST – W2222 – Legal Writing Outlining 101. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/live-webinars.

October 13, 2022, at 12:00 p.m. CT/1:00 p.m. EST – W2227 – Advertising Law 101. To learn more about this webinar or to register, go to NALA's website at: http://portal.nalamember.com/live-webinars.

If you have any questions or comments, contact our NALA Liaison at **nalaliaison@cfpainc.org**.

Click Here to Register for NALA Seminars



VOLUNTEER OPPORTUNITY

Come out and join some of your CFPA peers. Volunteers are needed to collect the leftover items from the International Fresh Produce Association (IFPA). You will go through the aisles of the show and help cart items to take back to the Food Bank.

Pizza will be provided for volunteers. Please dress comfortable, closed toe shoes are required. We will not have a space to store belongings.

A parking voucher will be provided so that you do not incur any costs.

October 29, 2022 from 4:30 PM - 8:30 PM (4 hours)
Orange County Convention Center
9800 International Drive, Orlando, FL

They need to fill 43 more slots:

Register to Volunteer Here:

IFPA Show (ages 18+) (volunteerhub.com)

Questions? Click to Contact Second Harvest Food Bank - Mindy Ortiz





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

