

## RECOMMENDATIONS: Tech Books that BOOST Productivity

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### *6 Essential Book Recommendations for Lawyers*



Technology can be a big scary place. There are just so many software applications, social networks, Web services, and search engines out there that appear to do the same thing.

Which ones are ideal for lawyers?

Which ones have a proven track record?

Thankfully, busy attorneys can get these questions answered just by reading up on the subject. Here are six legal technology book titles that will help boost productivity.

- [\*\*\*Social Media for Lawyers: The Next Frontier\*\*\*](#) gives a practical, goal-centric approach to using social media in your law practice. It will also teach you how to identify social media platforms and tools that fit your practice and implement them easily and efficiently.

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- [\*Solo and Small Firm Legal Technology Guide\*](#) will provide you with current information and recommendations on computers, servers, networking equipment, legal software, printers, security products, smart phones, and anything else a law office might need. It's written in clear, easily understandable language to make implementation easier if you choose to do it yourself, or you can use it in conjunction with your IT consultant.
- [\*Google for Lawyers: Essential Search Tips and Productivity Tools\*](#) introduces novice Internet searchers to the diverse collection of information locatable through Google. The book discusses the importance of including effective Google searching as part of a lawyer's due diligence, and cites case law that mandates that lawyers should use Google and other resources available on the Internet, where applicable. For intermediate and advanced users, the book unlocks the power of various advanced search strategies and hidden search features they might not be aware of.
- [\*Find Info Like a Pro\*](#) is a hands-on guide that shares the secrets, shortcuts, and realities of conducting investigative and background research using publicly available information on the Internet. Written for legal professionals, this comprehensive desk book lists, categorizes, and describes hundreds of free and fee-based Internet sites.
- [\*The Lawyer's Guide to Practice Management Systems Software\*](#) is a how-to guide to understanding, evaluating, choosing, and implementing a practice management system.
- [\*The Lawyer's Guide to Working Smarter with Knowledge Tools\*](#) introduces lawyers to a powerful class of software that supports core aspects of legal work. The author discusses how technologies like practice systems, work product retrieval, document assembly, and interactive checklists help people work more efficiently.

Make technology work for you and your firm. Consider picking up one or all of these books - because all of them are worthy of spots in your law firm library.

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