



▶ GETTING THE RIGHT THINGS DONE 2



▶ JDSUPRA TO THE POWER OF LINKEDIN 3



▶ CLIO AND LEGALTYPIST PARTNER 4

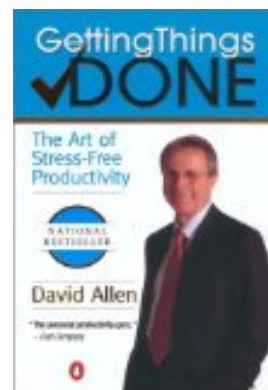
September 2010

The Legal Connection

WHERE LEGAL TECHNOLOGY AND PEOPLE CONNECT

10 Tips To Working Smarter

1. Keep a paper calendar /notebook on hand at all times to jot down names/notes/numbers.
2. Have one spot for all the incoming mail, paper, notices.
3. Script and set up your voicemail so it works for you.
4. Get all thoughts and ideas out of your head. Write them down or use your voice to record.
5. Download everything to the same place/folder on your PC. Place a shortcut on your desktop to that folder.
6. Stand over a trash can/ shredder each day when you bring in the mail. Toss/shred more than you keep.
7. Schedule time each day to organize your to do's.
8. For each to do, pencil into your calendar the time you'll need to get it done.
9. Have dedicated physical office space and the equipment you need to get the job done.
10. Set yourself up to have mobile access to as much as you can. Smart phones are really little computers.



Do you feel like you're always running, but getting no where?

Have you read David Allen's **Getting Things Done?**

Not an expensive book on your pocketbook or your time.

Gives a great framework for getting yourself organized.

SMARTER TECHNOLOGY
Experience Counts



WE ALL BLOCK/COPY

You can block/copy/paste much faster when you don't take your hands off the keyboard:

1. Use Ctrl + A to Block All Text
2. Ctrl + C to Copy
3. Alt+Tab to switch between apps
4. Ctrl + V to paste the blocked text



Getting the Right Things Done When Your World is Crazy Busy

It's no secret that we live in a crazy busy world. No matter how much you do, your "to do" list is still a mile long and you always run out of day before you run out of list. You're forever scrambling just trying to just keep up. It's probably safe to say that you've probably given up on staying ahead.

And that's just at work...add your personal and social obligations and it's no wonder you'd like to just hide under the covers some mornings and skip the rat race.

So how do you get things done? And not just any old "things" but the right things?

First, clear your mental desk. Take 10-15 minutes and write down everything that you need to do. This is everything that pops into your head, from the trial brief to your friend's baby gift to your mother-in-law's birthday card to getting a plumber in to fix that leak. These are just examples -- you get the idea.

Second, grab a blank piece of paper or spiral notebook. Pick 7 important things from your "everything" list. Write them down...and actually write them, don't type them.

Third, do those 7 things in the order you listed. When you finish with one, move on to the next, and then the next, working through all 7 one by one.

Fourth, do the same thing tomorrow. And the day after and the day after that. If you don't finish something today, it can be moved to tomorrow's list if you still think it's important. If its importance has changed, forget it. Just because it's on the list one day doesn't guarantee it a place on tomorrow's list.

Fifth, use a timer. Once you get this approach down pat, add a timer to your routine. For example, this newsletter is always on my "To Do" list so that it gets done in parts and doesn't end up being an all day project. I allow 30 minutes for each part. So when "write newsletter" shows up on my list each day, I set my timer for 30 minutes and work on it for that chunk of time. This keeps me totally focused and I often get the newsletter done in less time.

One more thing: to tame the always present email, I check it at set times each day or between tasks (from above) if I'm expecting something important.

I also 'book' an hour into my calendar for each day when nothing's planned. This time is used for whatever comes up and, if nothing comes up, I choose whether to do something else from my list, take a long walk, write an article or, if I'm really ambitious, make a really nice dinner for The Don. . .whatever I'm inspired to do.

The above makes three assumptions:

- You have written goals and objectives AND are determined to achieve them.
- You understand that perfectionism and procrastination may derail your 'To Do' list and you avoid them as much as possible
- You delegate anything that isn't in your best interest.

Time Management is a hot topic. This article gives you the simplest system for managing your time: write it down and do the things you've written down. Everything else is just noise that clutters your brain.

Your challenge is simple: Try the 5 steps above. As written. Give it three weeks and see how much more you're getting done every day.

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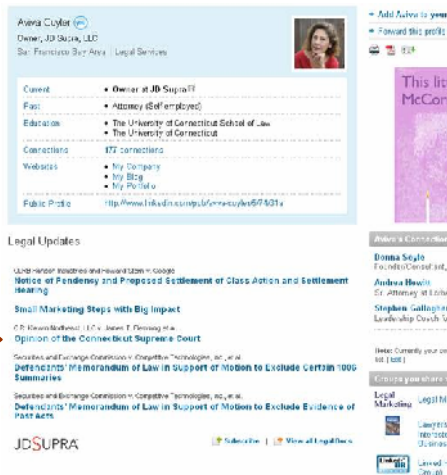
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Vicki Voisin, "The Paralegal Mentor", delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled Paralegal Strategies and co-hosts The Paralegal Voice, a monthly podcast produced by Legal Talk Network. More information is available at <http://www.paralegalmentor.com/>

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JD Supra lets you create an impressive online portfolio of your articles, newsletters, alerts, court filings and presentations in minutes. It is this type of published content that will get you noticed by prospective clients, colleagues, the media and search engines too!

LinkedIn's new Legal Updates app means attorneys, law firms and others in the legal profession can now showcase their expertise to LinkedIn's 70-million-strong business-focused, closed network of professionals.

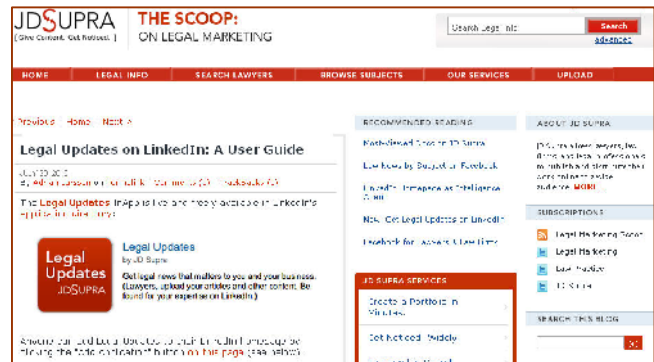
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LinkedIn profiles do well in Google search results. This means anyone googling your name will undoubtedly find your portfolio. A LinkedIn profile tells what you are good at; the included JDSupra content shows it.

Powered by legal content distributor JD Supra, the application also has the potential to extend your reach on LinkedIn in another powerful and targeted way.



When a non-legal professional installs the JD Supra app, it delivers legal updates directly to their LinkedIn homepage, automatically matched to their industry/profession.

So someone in the real estate field automatically receives all legal updates concerning real estate. Someone in HR and recruiting receives all labor and employment legal updates and so on. Tech, accounting, banking, health, energy, insurance ... for every industry represented on LinkedIn, JD Supra has a feed of relevant legal content directly from the lawyers who use JDSupra to publish their works.

One of my twitter peeps said it best:

I would go so far as to say that everyone on LinkedIn should load this app – if you want expertise flowing to you before you even need it or if you are even remotely interested in staying up to date on developments in your particular business sphere. And, for JD Supra members, I see no better way to give content to and get noticed by the very on-line community you most wish to address.

Congratulations to JD Supra and LinkedIn on a job well done.

@advocatesstudio



Attorneys, legal admins and VAs, submit your question or technology need by clicking on the AskAndrea icon above or located on each page of

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LET'S CONNECT!



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Legal IT Professionals

Clio and LegalTypist Partner



17 AUGUST 2010



clio

Vancouver-based [Themis Solutions Inc.](#) is partnering with New York-based [LegalTypist, Inc.](#), to benefit both organizations' current and future clients. LegalTypist has added Clio, Themis' cloud-based practice management

solution, as a recommended technology for secure collaboration between attorneys and their clients, staff and assistants. Themis recommends LegalTypist as an easy way to add an experienced legal assistant to any practice and better leverage existing technology. Combined, Clio and LegalTypist provide attorneys with the tech to get and keep their practice information securely accessible and an assistant to keep the work flowing.