

## Beyond the Typical Conference Tips – Planning the Time! *Tips for Attending Conferences and Missing Work at The Office*



Attending conferences is an important and necessary part of an attorney's career. While many attorneys might enjoy traveling to and attending conferences for the learning, networking, the exposure to the new industry trends, and the chance to experience a new city, they may also dread the conference because of the time away from work.

While at a conference, the demand at the office is not put on hold which causes stress and anxiety relating to the additional work. There is always an insurmountable number of projects and emails that did not get handled while the attorney was away at conference. Not to mention the added projects that are piled on as a result of the inspiring and thought-provoking sessions they attend at conference.

This presentation brings a new perspective for attending conferences with a clear, efficient, and attainable plan of action. Most conference planning advice or sessions focus on the networking needs of attending a conference – be sure to get the attendee list in advance, map out which sessions you would like to attend, reach out to a set number of attendees and connect with them at the conference, follow-up with those you saw and met at conference.

While that is certainly great advice when attending a conference, the question still lies: ***How can you manage what you need to do at the conference and back at the office when the conference itself is leaving you exhausted?*** While many are successful at the initial reach-out and connecting at conference, after the flight home, most attendees invest little to no additional time once they are back at the office and faced with their doubled workload while they were away. The follow-up on the conference to do's and the outreach rarely happens.

This presentation is designed to help attorneys manage the time they have before, during, and after conference most effectively to still get everything done.

This session will help attendees focus on:

- How to manage the work that is still happening at the office while they are at conference
- Feeling more prepared for the time it takes to invest in the conference (before, during, and after)
- Attending the conference sessions knowing little time can be invested after they leave and how to best utilize the time in the moment efficiently and productively
- Applying the strategies to succeed in implementation

Reduce or eliminate the tasks that the “future you” will not do, leaving open brain power for the tasks and projects that are necessary and important.

**Best for:** First-time, or even frequent, conference attendees who feel overwhelmed before, during, or post conferences and would like tips on how to maximize the time.

**Recommended Length:** 60 – 90 minutes

*Contact Firm Focus for more information, including scheduling and pricing.*

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