**FIRM FOCUS**
Legal Productivity Consulting

## From *Frazzled* to Focused

### *Techniques on Productivity and Efficiency for the Overwhelmed Attorney and Legal Professional | CA MCLE Credit: 0.75 Hours*



Overwhelmed.

When people ask how you're doing, that is the answer you *want* to give. But instead, you say "I'm doing well" and continue grinding.

Despite the best of intentions to complete each item on their to-do lists, many lawyers and legal professionals feel unsatisfied and overwhelmed with their workload.

On top of their work, lawyers and legal professionals are interrupted throughout their workday with emails, client needs, and tasks that leave them working into the late evening, leaving little to no time for their families or themselves.

But as much as we'd all like to think so, the problem is not that there isn't enough time in a day.

The issue is that legal professionals are never taught **how to create habits and systems that allow them to work effectively** and succeed *without* burning out.

From *Frazzled* to **Focused** helps attorneys and legal professionals get past the overwhelm and design their day with productive and intentional systems. Attendees will walk away feeling a sense of relief and be prepared to tackle the rest of their workweek ahead of them.  Attendees will learn and apply a series of simple and practical strategies that can be used to structure an efficient and effective day, without feeling overwhelmed or working late into the night.

After the presentation, lawyers and legal professionals will:
- Mitigate interruptions and prevent distractions
- Break down projects effectively
- Delegate and communicate more with their teams
- Apply productive strategies to their practice to positively change their habits
- Plan and design a workday that they are confident in
- Enjoy increased job satisfaction and a healthy work-life balance

**Best for:** Lawyers and legal professionals who want tangible and high-level strategies to apply and improve time-management and increase work productivity.
**Recommended Length**: 90 min - 3 hours

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