



The MBA Solo & Small Firm Committee presents

Everyone’s Busy. Being Productive is a choice: Driving results in 2020

Tuesday, January 14, 12-1:30 p.m.

Hotel Monaco, 506 SW Washington St., Portland

Do you and people on your team sometimes find yourselves scrambling, trying to get it all done? Meeting deadlines, keeping promises, dealing with issues and problems - getting the job done can be stressful and overwhelming sometimes.

Come to this interactive workshop led by **Caryn Condon**, President of Catalyst Consulting Group, Inc. and learn sound, practical and immediately implementable tips to make your life easier and have your practice run more smoothly with less effort. Catalyst is a consulting firm that supports clients and firms with their most important results and initiatives - focused on sales, profitability, productivity and effectiveness.

You’ll receive practical advice that increases your personal effectiveness with:

- Using time well
- Delegation of projects and tasks – that you can count on
- Dealing with problems efficiently

Lunch will be provided.

The MBA will apply for one hour of CLE credit.

Name _____

Firm _____

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Phone _____ OSB # _____

Send form and payment to:
Multnomah Bar Association

620 SW 5th Ave Ste 1220

Portland OR 97204

Fax 503.243.1881 (for credit cards only) Ph 503.222.3275

Register me for the workshop as indicated:

MBA Member \$30.00

Non-MBA Member \$60.00

Payment Options:

Check (enclosed) *or*

Visa MasterCard American Express

Acct # _____

Exp. Date _____ Security Code _____

Signature _____