



Multnomah Bar Association

Tuesday, December 13, 2016 3:00 – 5:00 p.m.

World Trade Center, Mezzanine, Building 2, 26 SW Salmon, Portland

Registration forms with payment must be received by the MBA office by Dec. 12.

The MBA will apply for two hours of OSB MCLE credit. Washington MCLE credit may be obtained individually.

Registrants who miss the seminar may request the handout materials. Sorry, no refunds. Substitutions are welcome; non-members may be subject to an additional fee. Accommodations available for persons with disabilities; please call in advance for arrangements.

Effective Use of Time and Technology: Eliminate, Automate, Delegate, Do

Successful lawyers use technology and manage their time effectively to reach their goals. While efficiency is important, effectiveness is the key! See how technology can increase your productivity, and how to choose the right system for your law firm. Learn essential ways to manage time to help you get more done and be more effective. Benefit from valuable tips and strategies to become a high performer, such as creating a plan, developing habits, eliminating unimportant tasks, learning to say “no,” and using computers and smartphones effectively to increase productivity and deal with information overload. Work smart, not hard. Included with this CLE are over 20 Microsoft Word and Excel documents.

A trial lawyer with a deep technical background, Tom Howe has over 25 years of experience in law and technology. He is one of the leading e-discovery lawyers in the country, providing legal/technology consulting and expert witness services to some of the largest law firms, corporate legal departments, and e-discovery vendors in the United States. Tom is a regular keynote speaker at legal and technology conferences around the world, and has authored five books on law and technology.

For more information: Contact the MBA at 503.222.3275.

Name _____

Firm _____

Billing Address _____

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 seminar as indicated:

- MBA Member \$60.00 Non-MBA Member \$95.00

I will not be attending but would like to order:

- CD ROM / & Handouts (Member) \$60.00 CD ROM / & Handouts (Non-Member) \$95.00

Payment Options:

- Check (enclosed) or Visa MasterCard American Express

Acct # _____

Exp. Date _____ Security Code _____

Signature _____