



STATE BAR
OF WISCONSIN

P.O. Box 7158, Madison, WI 53707-7158

Minimize Distractions and Maximize Productivity with Paul Unger

Get Focused! Time & Distraction Management + Digital Detox

Prerecorded Webcast with Live Q&A: April 27, 2021
Webcast Replay: May 5, 2021 | May 14, 2021 | May 17, 2021 | May 27, 2021 |
June 2, 2021 | June 5, 2021

How to Better Manage Your Workload: Email Management

Live Webcast: May 11, 2021
Webcast Replay: May 21, 2021 | May 28, 2021 | June 1, 2021 | June 10, 2021
June 14, 2021 | June 19, 2021

How to Better Manage Your Workload: Task, Goal & Deadline Management

Live Webcast: May 25, 2021
Webcast Replay: June 4, 2021 | June 9, 2021 | June 15, 2021 | June 21, 2021
June 29, 2021 | July 10, 2021

Get Organized! Fight the Paper – Organize Your Digital Matter File!

Prerecorded Webcast with Live Q&A: June 8, 2021
Webcast Replay: June 18, 2021 | June 24, 2021 | June 30, 2021 | July 6, 2021
July 12, 2021 | July 24, 2021

STATE BAR OF WISCONSIN
PINNACLE

Minimize Distractions and Maximize Productivity with Paul Unger



Earn up to
1 LAU and
3 LPM credits

Program dates start April 27. Register today!

Minimize Distractions and Maximize Productivity with Paul Unger

Get Focused! Time & Distraction Management + Digital Detox

Build healthier boundaries with technology. Learn distraction management techniques and time management methodologies that let you regain control of your day.

Prerecorded Webcast with Live Q&A: Tuesday, April 27, 2021

Webcast Replays: Wednesday, May 5, 2021
Friday, May 14, 2021
Monday, May 17, 2021
Thursday, May 27, 2021
Wednesday, June 2, 2021
Saturday, June 5, 2021

Program Time: 12:00 – 1:00 P.M. (CT)

Credits: This program will be submitted to the Wisconsin Board of Bar Examiners for **1 LAU credit**.

How to Better Manage Your Workload: Email Management

Learn how to batch process emails efficiently. Discover how to leverage Microsoft Outlook tools and process emails and tasks in a way that ensures they never get lost.

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Saturday, June 19, 2021

Program Time: 12:00 – 1:00 P.M. (CT)

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How to Better Manage Your Workload: Task, Goal & Deadline Management

Discover a method for daily planning and weekly planning that will vastly improve level of organization and your life. Find out how to build the ultimate master task list.

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Program Time: 12:00 – 1:00 P.M. (CT)

Credits: This program will be submitted to the Wisconsin Board of Bar Examiners for **1 LPM credit**.

Get Organized! Fight the Paper – Organize Your Digital Matter File!

Learn how to create a “100% complete” paperless file. Receive tips on properly securing client documents and information. Tackle daily tasks and emails more efficiently.

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Choose to attend any one – or all four – programs in this series. Visit wisbar.org/seminars to register today!

Featured presenter

Paul Unger is a national speaker and author. He offers customized workshops to lawyers on time management. When he isn't speaking or writing, he is usually performing technology assessments throughout the United States and Canada. Paul began his career working for the Governor of Ohio, and then went on to law school. He practiced law for six years, specializing in litigation and bankruptcy, before starting a legal technology consulting company with partner Barron Henley in 2000.



Paul's superpowers are cleaning up messes and turning digital chaos into well-organized machines. His favorite part of his job is helping people get organized and focused so they can find more enjoyment in their lives and jobs.

Atty. Unger is the author of dozens of legal technology manuals and publications, including *Tame the Digital Chaos – A Lawyer's Guide to Distraction, Time, Task & Email Management*.

About LPM/LAU Credits

Wisconsin attorneys may submit up to 6.0 LPM (Law Practice Management) credits per CLE reporting period. These include topics such as client communications, trust accounting, record keeping, applications of technology, and other subjects essential to the practice of law.

Wisconsin attorneys may also submit up to 6.0 LAU (Lawyer Awareness and Understanding) credits per CLE reporting period. This includes subjects designed to enhance a lawyer's awareness and understanding of substance abuse/dependence disorders, mental illness, stress management, and work/life balance relating to the practice of law.

Tuition

For each one-hour program

State Bar Member.....	\$99
Nonmember.....	\$149
Ultimate Pass Subscriber	\$0
Passbook User.....	1 Certificate

Registration

Online: www.wisbar.org/seminars

Mail: State Bar PINNACLE Registrations

P.O. Box 7158

Madison, WI 53707-7158

Phone: (800) 728-7788

Fax: (608) 257-5502

State Bar CLE/PINNACLE Passbook Registrations:

Passbook Certificates must be received by the State Bar at least two business days prior to the event. Please include one Passbook Certificate for each program for which you are registering.

Registration Cancellations:

Please visit wisbar.org/cancellation_policy for information on PINNACLE registration cancellation policies.

Course materials for those attending the seminar:

Course materials are provided in PDF format and are downloadable from *myStateBar* on wisbar.org up to two days prior to and 90 days after your seminar.

*Be a star both in and out of the courtroom
with the State Bar of Wisconsin PINNACLE
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from nationally recognized speakers with
experience helping lawyers rise to the
challenges of today's legal landscape.*



Additional Time-Saving Resources

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Earn CLE when and where you want with State Bar of Wisconsin PINNACLE CLE OnDemand. OnDemand gives you the flexibility you crave – start, stop, and rewind institutes and seminars on your own time frame. Programs are available 24/7 for viewing.

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Priority Code: S 3 9 8 3 B

Tuition Enclosed (for EACH individual webcast seminar):

State Bar Member \$99 Nonmember \$149 Ultimate Pass Subscriber \$0

Check boxes below to indicate the individual webcast programs you will attend:

Get Focused! Time & Distraction Management + Digital Detox

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Lawyer State Bar Member No. _____

Nonlawyer Profession _____

Name _____

Firm Name _____

Address _____

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Phone Number _____

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* **Important note:** You *must* include an accurate email address with your registration for webcast seminars.

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State Bar PINNACLE Registrations
P.O. Box 7158
Madison, WI 53707-7158

Event Codes:

Web 1 – CA3182 W R R2 R3 R4 R5 R6 Web 3 – CA3184 W R R2 R3 R4 R5 R6
Web 2 – CA3183 W R R2 R3 R4 R5 R6 Web 4 – CA3185 W R R2 R3 R4 R5 R6