



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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**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**.

## 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)

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## 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](http://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 .....	<b>\$99</b>
Nonmember.....	<b>\$149</b>
Ultimate Pass Subscriber .....	<b>\$.00</b>
Passbook User .....	<b>1 Certificate</b>

## Registration

**Online:** [www.wisbar.org/seminars](http://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](http://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](http://myStateBar) on [wisbar.org](http://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

### CLE OnDemand

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Choose from hundreds of titles in dozens of practice areas at [wisbar.org/OnDemand](http://wisbar.org/OnDemand).

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Get 24/7 online access to nearly 1,400 forms and legal documents – from helpful checklists and sample language to affidavits and motions. A subscription puts forms libraries from 8 practice areas at your fingertips, and all forms come from PINNACLE resource books, developed by eminent authorities on Wisconsin law. Find the form you need faster with a subscription to this cloud-based forms bank!

**Online subscription:** #FSFBZ000; **Members only:** \$679



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STATE BAR OF WISCONSIN

## Minimize Distractions and Maximize Productivity with Paul Unger

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

##### Prerecorded Webcast with Live Q&A:

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Lawyer      State Bar Member No. \_\_\_\_\_

Nonlawyer      Profession \_\_\_\_\_

Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email\* \_\_\_\_\_

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

**Payment: Tuition Amount Enclosed:** \$ \_\_\_\_\_

State Bar Passbook Certificate (enter certificate number) # \_\_\_\_\_

Check enclosed (payable to State Bar PINNACLE)

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VISA    MasterCard    American Express    Discover      Exp. Date \_\_\_\_\_

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Signature \_\_\_\_\_

### Mail to:

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