

# STOP BEING BUSY AND START BEING PRODUCTIVE

# TIPS TO ENHANCE YOUR PRACTICE

3 CLE Hours including | 1 Professionalism Hour

Walton County  
Bar Association, Inc.

CO-SPONSOR

AGENDA

**PRESIDING:**

*Timothy M. Klob*, Program Chair, Klob & Larrison Attorneys, Loganville

**SPEAKER:**

*Stephanie Everett*, Executive Director, Lawyers for Equal Justice, Atlanta

8:25 **REGISTRATION**

(All attendees must check in upon arrival. A removable jacket or sweater is recommended.)

8:55 **WELCOME AND PROGRAM OVERVIEW**

*Timothy M. Klob*

9:00 **STOP BEING BUSY: START BEING PRODUCTIVE**

It is time to take control of your daily schedule. In this session, learn practical tips on how to better manage your day, your staff, and your clients so that you can actually do the lawyer work you were hired to do.

10:00 **THE ONE THING YOUR PRACTICE IS MISSING THAT YOU MUST IMPLEMENT NOW**

Do you dream of having a practice that continues to work when you are not there? Yes—it is possible—even for a solo attorney. Learn the one tool you can start implementing right away that will give you huge bang for your buck.

11:00 **BREAK**

11:10 **THE CLIENT ENGAGEMENT SYSTEM**

What happens between the time the potential client calls and the engagement letter is signed? This is the most critical time for your client relationship. An effective engagement system will not only result in more clients hiring you, but it will set the stage to a better client experience leading to happier clients who send you more business!

12:10 **ADJOURN**



# LOCATION

## WALTON COUNTY GOVERNMENT BUILDING JURY ASSEMBLY ROOM

303 S. Hammond Drive  
Monroe, Georgia

### CANCELLATION POLICY

Cancellations reaching ICLE by 5:00 p.m. the day before the seminar date will receive a registration fee refund less a \$15.00 administrative fee. Otherwise, the registrant will be considered a "no show" and will not receive a registration fee refund. Program materials will be shipped after the program to every "no show." Designated substitutes may take the place of registrants unable to attend.

### SEMINAR REGISTRATION POLICY

Early registrations must be received 48 hours before the seminar. ICLE will accept on-site registrations as space allows. However, potential attendees should call ICLE the day before the seminar to verify that space is available. All attendees must check in upon arrival and are requested to wear name tags at all times during the seminar. ICLE makes every effort to have enough program materials at the seminar for all attendees. When demand is high, program materials must be shipped to some attendees.

**THREE WAYS TO REGISTER:** check the ICLE schedule on the web at [www.iclega.org](http://www.iclega.org)

**Mail:** ICLE • P.O. Box 1885 • Athens, GA 30603-1885 (**make check payable to ICLE**)

**Fax:** 706-354-4190 (credit card payment must accompany fax to be processed)

**Online:** [iclega.org](http://iclega.org) (credit card payment only)

**Duplicate registrations may result in multiple charges to your account. A \$15 administrative fee will apply to refunds required because of duplicate registrations.**

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**Questions? Call ICLE Atlanta Area: 770-466-0886 • Athens Area: 706-369-5664 • Toll Free: 1-800-422-0893**

### TIPS TO ENHANCE YOUR PRACTICE | APRIL 21, 2017 | 9599

EARLY REGISTRATION: \$95  
ON-SITE REGISTRATION: \$125

I am unable to attend. Please send ICLE program materials and bill me for the cost of materials only.

**Early registrations must be received 48 hours before the seminar.**

NAME \_\_\_\_\_ GEORGIA BAR # \_\_\_\_\_

FIRM/COMPANY \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

*(To receive seminar notification and registration confirmation by email only.)*

MAILING ADDRESS \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_ ZIP + 4 \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_

- I am sight impaired under the ADA and I will contact ICLE immediately to make arrangements.  
 I have enclosed a check in the amount of \$\_\_\_\_\_ (See fees at left)  
 I authorize ICLE to charge the amount of \$\_\_\_\_\_ (See fees at left)  
to my  MASTERCARD  VISA  AMERICAN EXPRESS\*

Credit Card Verification Number: A three-digit number usually located on the back of your credit card; \*AmEx is four-digits on the front of the card.

Account #:     /

Expiration Date \_\_\_\_\_ Signature \_\_\_\_\_