

Earn up to 8 Hours MCLE
Credit Including One
Hour of Ethics



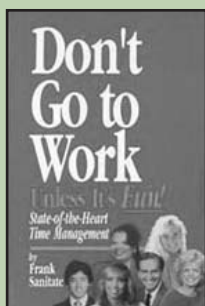
An Important New Seminar!

Time Mastery for Lawyers

60 Ways to Maximize Your Productivity and Satisfaction

March 30, 2004 • Marriott Westshore • Tampa

Free to all registrants!



*Don't Go to Work Unless
It's Fun: State-of-the-Heart
Time Management*
by Frank Sanitate

Dear Colleagues,

Has technology simplified your life? If you're like most lawyers it has probably complicated your life. What happened to that promise of "the easy life?"

In 1989, I made the decision not to go to work anymore unless it was fun. I have kept to that decision. The interesting thing is, I have only changed my work habits by about 5% since then. But how I approach work has changed considerably.



Frank Sanitate

In my workshop I will share with you some of my ideas, not only on how to take back your life from technology but also on what steps you might take to look forward to work every day. Time management means managing things; time mastery means doing it with grace, ease and satisfaction. Mastery is what I am interested in. I will give you 60 actions that you can put into practice immediately. Don't worry—you only have to pick two of them at the end of the seminar. In addition, perhaps you can adopt some attitudes that will give you greater peace of mind.

Over 80,000 people have attended my seminars. I have presented workshops in all states but five and all Canadian provinces but four. It has been a while since I have been to Florida. Come join me in Tampa! I'll even give you a copy of my book *Don't Go to Work Unless It's Fun: State-of-the-Heart Time Management*. See you at the seminar!

Frank Sanitate

Frank Sanitate
Frank Sanitate Associates, Santa Barbara



Visit our website at cle.com for a complete listing of MCLE requirements in all states. You will also find a schedule of our upcoming conferences and a listing of available homestudy courses.

Register Online at www.cle.com or Call (800) 873-7130
Seminar Schedule Inside 

Morning 8:30 a.m. – 12:30 p.m.	Afternoon 1:30 p.m. – 5:15 p.m.
8:30 Registration	
Part One: Draining the Swamp— The Seven Keys	Part Two: Fighting the Alligators— The Eight Keys
9:00 Self-Analysis My Weaknesses; My Major Objective; Where My Time Goes	1:30 Six Ways to Stay in Control Using a Simple Task Management System; Daily Planning; How to Not Let Anything Slip Through the Cracks; How to Go Home Satisfied Every Day
9:25 One Way to Shift Your Attitude Never Again Say “I don’t have enough time.”	2:10 Seven Ways to Eliminate Anxiety and Procrastination The Anatomy of Anxiety; How to Put Off Procrastination; The Worst-First Method; Incompletion: How to Complete Everything
9:45 Eight Ways to Work on What Counts The Doing/Managing Ratio; Firing Clients; Understanding Where Your Time Goes; Controlling Where Your Time Goes; Increasing Billings	3:00 Afternoon Break
10:40 Morning Break	3:15 Seven Ways to Get and Stay Organized Orderly File Processing; Clearing up Your Piles; Overcoming Indecision: The Three Minute Rule; Handling Paper and Mail Effectively
10:55 Five Ways to Delegate Overcoming Barriers to Delegating; Your Secretary as Assistant; Using Time-Saving Technology; Motivating Staff	3:45 Three Ways to Control Interruptions Handling Walk-ins and Calls; The Priority Hour
11:20 Two Ways to Plan Your Life Working to Live Instead of Living to Work	4:05 Ethical Communication
11:50 Four Ways to Plan and Set Priorities Setting and Sticking to Priorities; Reducing Your Work Hours: The “Cold Turkey” Method; Long Range Planning	<ul style="list-style-type: none"> • Three Ways to Manage the Phone—Delegating Phone Management; Setting Phone Appointments • Two Ways to Manage E-Mail; The Nine Best E-Mail Practices • Ways to Create Time for Creativity and Well-Being; Creating Creative Time; The “Do What I Like” Day; Taking Vacations • One Way to Foster Better Time Management for the Whole Office
12:10 Three Ways to Communicate Effectively Improving Communication with Your Staff or Boss; Coordinating Staff Activities	5:05 Q&A Panel <i>Members of the Faculty</i>
12:20 Three Ways to Eliminate Time Waste in Meetings	5:15 Adjourn
12:30 Lunch Break	

In just one day, you can make a profound difference in the way you practice law for the rest of your career. No lawyer can survive the practice of law without concern for efficiency and job satisfaction. Your effectiveness as an attorney depends upon proper planning and organization. Law firms flourish when members work with greater productivity and satisfaction. This seminar will help you achieve both and put you in full charge of your work, your time and your life. By attending, you will learn how to produce more units of output; work smarter rather than harder or longer; and create satisfaction in your work.

Upcoming Conferences

Colorado Water Law SuperConference
March 11-12, Denver
Wyoming Water Law
March 25-26, Cheyenne

Golf & Resort Development
April 22-23, Naples
Commercial Leases
April 26, Miami

Golf & Resort Development
April 29-30, Palm Springs
Appraisal of Real Estate
May 10-11, Tampa

For more information about these and other programs, visit our website at www.cle.com

Time Mastery for Lawyers
Tuesday, March 30

meet your instructor

Frank Sanitate is president of Frank Sanitate Associates, which he established in 1977. He and his firm develop and present transformational workshops for professionals. He has taught tens of thousands of lawyers and other professionals over the past two decades for the majority of State and Provincial Bar Associations in North America. He has published *Don't Go To Work Unless It's Fun: State-of-the-Heart Time Management*. Frank is a graduate of Catholic University of America, Cum Laude, with a BA in English. He has an MBA from Florida Atlantic University. A lawyer who recently participated in this Time Mastery for Lawyers workshop commented: "He may have saved my sanity!"

In a one month follow-up questionnaire, the question was asked: "By what percentage has your effectiveness increased since the workshop (0% = absolutely no improvement; 100% = twice as effective as before)?" Previous attendees' responses included:

"100% more effective. This was the best seminar I ever attended. The practical tips are invaluable. Managing my time and prioritizing my work has made going to the office more enjoyable than before (and I get more important things accomplished in less time)."

"95% more effective. Your program forced me to isolate and articulate sources of professional stress and the general feeling of 'so much to do and so little time.' As a result, I am now able to work on solutions for each particular problem which, before your program, seemed to combine into one giant state of feeling overwhelmed by it all."

"100% more effective. It has made me realize that planning promotes effectiveness."

"100% more effective. Finally, I can prioritize my projects, and, better yet, I'm not worrying about those left undone from day to day, because I know I'll get to each in turn, as it moves to the top of my list. I am also getting the things I really hate to do out of the way, by simply doing them when they reach A-1 status. Thank you very much!"

"50% more effective. Frank Sanitate did a great job. The insights from his program stay with you after you put away the material."

"I am 100% more effective. This was the best seminar I have EVER attended. The practical tips are invaluable."

"I've increased my effectiveness by 100%, and my satisfaction by 100%. The concepts presented are simple, direct and very effective. The goal setting method of time management has made my working life much more enjoyable."

"80% more effective. Planning helps me focus on one track at a time. Completion of prioritized tasks gives me job satisfaction which I never experienced before. I control my day much better now. Thanks a lot."

seminar information

Continuing Education Credit

This course has been approved by the Florida State Bar for a maximum of 8 hours of MCLE credit including one hour of ethics.

CLE INTERNATIONAL is an approved sponsor in all states having mandatory continuing legal education requirements.

For accreditation in other jurisdictions or disciplines, please call **CLE INTERNATIONAL** at (303) 377-6600.

Registration

Advance registration is recommended, and you are encouraged to mail in your registration early. Or simply call in your registration or homestudy order to (800) 873-7130, fax the Registration/Order Form to (303) 321-6320, e-mail your registration to registrar@cle.com, or register on-line at www.cle.com. Full payment is due at time of registration. Walk-in registrations will be subject to space availability. Please call **CLE INTERNATIONAL** at (303) 377-6600 if you require any special accommodations.

Seminar Location and Accommodations

The Seminar will be held at the Marriott Westshore, located at 1001 N. Westshore Boulevard, Tampa, FL 33607. For room reservations and special rates, please call Community World Travel at 888-724-0500.

Tuition

The tuition fee of \$395 per person includes attendance at all sessions, course materials, continental breakfasts, and coffee breaks.

CLE INTERNATIONAL offers special rates for non-profit organizations, full-time judges, and law students.

Save When Two or More Register

Save \$140 or more with our multiple registrant discount! The tuition fee is only \$325 per person for two or more from the same firm.

In-House Training Available

Contact **CLE INTERNATIONAL** to find out how to have Frank Sanitate come to your firm for customized in-house training.

About CLE International

CLE INTERNATIONAL, a leading provider of continuing professional education, has been presenting high-quality programs nationwide since 1983.

CLE INTERNATIONAL is an approved sponsor of the Florida State Bar, Sponsor No. 750743.

Course Materials

Each registrant will receive a set of course materials prepared by Frank Sanitate especially for this seminar, including his book *Don't Go to Work Unless It's Fun: State-of-the-Heart Time Management*, which will be a valuable future reference.

Homestudy Package

If you cannot attend, **CLE INTERNATIONAL** also offers a complete audiocassette transcript of the Seminar (including all course materials) for \$395 plus \$10 shipping and handling.

Cancellation

Full tuition refunds (less a \$50 administrative charge) will be given only if notice of cancellation is received by 5:00 p.m. MST on the Tuesday prior to the Seminar. Substitutions may be made at any time.

Sponsorship Information

Sponsorship and exhibition opportunities are still available. For more information, please contact Sarah Neenan, Marketing Assistant, at (800) 873-7130 or sarah@cle.com.

CLE International Program Attorney:
Kelly D. Cave, kelly@cle.com

An Important New Seminar!

Time Mastery for Lawyers

60 Ways to Maximize Your Productivity and Satisfaction

March 30, 2004 • Marriott Westshore • Tampa

YES! Please register the following:

Name: _____
 Name: _____
 Name: _____
 Firm: _____
 Address: _____
 City: _____
 State: _____ Zip+4: _____
 Phone: _____ Fax: _____
 Email: _____

Check here if you do not want email notification of future programs.

I cannot attend. Please send me:

- Course Materials Only
- Audio Homestudy Course (Tapes and Materials)
- Email Notification of Future Conferences

© 2004 CLE INTERNATIONAL TAMTIM04

Save when two or more register!

Payment of \$ _____ Enclosed or Charge my:

VISA MASTERCARD AMEX Expiration Date: _____

Card No: _____

Signature: _____



PRSR STD
U.S. POSTAGE
PAID
CLE INTERNATIONAL

5
EASY WAYS TO
REGISTER

MAIL

PHONE

E-MAIL

FAX

ONLINE

CLE INTERNATIONAL
1620 Gaylord Street
Denver, CO 80206

(800) 873-7130

registrar@cle.com

(303) 321-6320

www.cle.com

An Important New Seminar!

Time Mastery for Lawyers

Draining the Swamp and Fighting the Alligators

March 30, 2004 • Marriott Westshore • Tampa

Register Today!

Communicate Effectively • Set Priorities • Learn to Delegate

Shift Your Attitude • Stay in Control • Get Organized • Eliminate Time Stress

Get 60 Practical Ideas and Find One that Applies to You!

Create a Balance Between Your Work Life and Personal Life

Work with Greater Productivity and Satisfaction

Eliminate Anxiety and Procrastination • Manage the Phone and E-Mail

