

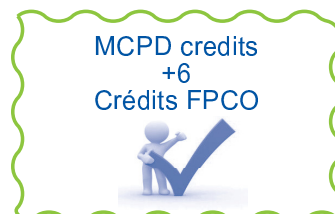


THE CANADIAN BAR ASSOCIATION
L'ASSOCIATION DU BARREAU CANADIEN
New Brunswick Branch • Division du Nouveau-Brunswick



TIME MASTERY FOR LAWYERS

Over 100 Ways to Maximize
Your Productivity and Satisfaction



English Session
Séance en anglais

June 14, 2012
Future Inns, Moncton

40 Lady Ada Blv. (Rendez-vous Room)
9:00 am - 4:00 pm

CHAIR:
????????????????

SEAKER:
Frank Sanitate is president of Frank Sanitate Associates in Santa Barbara, California, which he established in 1977. He and his firm develop and present transformational workshops for professionals. He has conducted his workshops in every state in the U.S. and every province in Canada -- teaching tens of thousands of lawyers, CPAs, CAs and other professionals. He has presented his premier workshop Time Mastery for Lawyers in 9 countries. In Australia his presentations cover every state except one. He has published Don't Go To Work Unless It's Fun: State-of-the-Heart Time Management and also Beyond Organized Religion; An Ex-Monk Revisits Life's Basic Questions. He was previously a manager at the American Institute of CPAs. He graduated from Catholic University of America, Cum Laude, with a BA in English. He has an MBA from Florida Atlantic University.

OBJECTIVES:
This workshop will enable you to:

- Eliminate time stress
- Get over 100 practical ideas – at least one has to apply to you!
- Create a balance between your work life and personal life
- Work with greater productivity and satisfaction

- TOPICS:**
1. Self-analysis: What happens to my time?
 2. Understanding how to change – and doing it!
 3. Work on what counts rather than what comes up
 4. Become accountable for your time
 5. Delegate – You can do it!
 6. Plan your life
 7. Plan your work
 8. Stop having your work encroach on your personal time
 9. Work your plan: Control interruptions
 10. Manage the phone
 11. Control addictive email behavior
 12. Communicate proactively with clients and in the office
 13. Eliminate time waste in meetings
 14. Pause for perspective, creativity and well-being
 15. Get and stay in control of your work
 16. Go home satisfied every day
 17. Get and stay organized
 18. Handle anxiety
 19. Handle incompleteness: Get things done
 20. Handle procrastination
 21. Foster better time management for the whole office
 22. Convert intentions into action

Registration Form

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____ CBA Member: \$200 + HST = \$226
____ Non-Member: \$300 + HST = \$339
____ Articling Student: \$100+ HST = \$113
____ Law School Student : \$45 + HST = \$50.85

Nom/Name: _____ Cabinet/Firm: _____

Adresse/Address: _____

Tél/Phone: _____ Téléc/Fax: _____

Courriel/Email: _____

Mode de paiement/Form of Payment

chèque/cheque (libellé à l'Association du Barreau Canadien/payable to the Canadian Bar Association)

Visa Master Card American Express

No. de carte/Card Number: _____

Date d'expiration/Expiry Date: _____ Code de sécurité (3#)/Security code (3#): _____

Signature/signature: _____

Registration Fee Refund: There will be a 20% administration charge on any cancellations received in writing by the CBA Branch office up to three (3) business days before the program. No refunds after that, although materials, if any, will be forwarded. Registration substitution is permitted. ABC-NB-CBA reserves the right to cancel sessions due to low registration.

Participating in this session will give you an additional 6 professional development credit hours



300-500 cour Beaverbrook Court, Fredericton, NB E3B 5X4

Tel./télé.: 506-452-7818

Fax./Télé.: 506-459-7959

Email/Courriel: cle@cbanb.com

www.cba.org/nb



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