

March 2019 Volume 31 Issue 2

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8 Technology Tips You Can Implement Today

Technology can be a time-saver. Firm management software, e-filing, and electronic signatures have all recently changed the way people practice law. Below are some tips and tricks you can implement immediately to get the best out of your technology and not let your technology get the best of you.

1. MANAGE INTERRUPTIONS.

The biggest killer of productivity in my office is interruptions. Some cannot be helped and sometimes there is an actual emergency. If we are honest, most of our interruptions are not emergencies.

Countless times while drafting a document an email pop-up pings on the bottom of my screen. Curiosity, the killer of cats, makes me click on the pop-up and before you know it I am responding to emails that are not urgent and my drafting project is out of mind. E-mail is not intended to be instant communication. It is unlikely that ignoring your inbox for periods throughout the day will have any lasting impact. In an effort to make sure that true emergencies get through, I ask people to include my legal assistant on all emails. Then,

you may want to sit down for this.... I turned all email notifications off. No pop-up, no ding, no image of an envelope in the corner of my screen, nothing.

2. EMBRACE THE "SEND LATER" FUNCTION.

Did you know that Outlook has a "send later" function? Draft an email on Saturday at 10:00 a.m. in your pajamas and schedule it to send Monday morning at 8:30 a.m. You can submit your written argument to the Court at 4:30 p.m. on Friday without missing your 4:00 p.m. tee-time. There are countless uses for the send later function. My favorite, by far, is the ability to write an email at 4:30 p.m. when something is fresh on my mind but schedule it to send in the morning so it is at the top of the recipient's inbox instead of buried with overnight emails.

PRO TIP: Have a dedicated time each day where you hold your calls and minimize your email. You will be amazed at what you can accomplish. (You could write a Barrister article, perhaps!)

Open a new mail window and select the options tab. Use

the "delay delivery" button to schedule the delivery. If they would only create the ability to have an email delivered in the past - I could turn that college term paper in on-time!

3. DON'T RE-INVENT THE WHEEL.

Did you know that Outlook and Word have a function called "Quick Parts"? It is in the Insert menu. You can save frequently used language and insert it with a key stroke. As a family law attorney, I can create a parenting time table, holiday schedule, or tax exemption language with two key strokes. In Word, I also include my signature line, common language in divorce decrees, and often-used paragraphs in my fee agreements.

Outlook is even more useful. If you type "quick parts" into the search bar on the upper right side, you can save all of your frequently sent emails. I have the "first appointment" email saved, with directions to the office and parking options. I also have emails about missed payments or low trust balances.

If you are not using this function, I know you have something that you type over and over again. Let's save some keystrokes!

Continued on page 7

Thursday
March 28
@ 5pm

THE
TONIGHT
SHOW
WITH JOHN
GUTHMANN
JENNIFER
FRISCH

RAMSEY COUNTY BAR ASSOCIATION
JUDGES' DINNER
@ TOWN & COUNTRY CLUB

*Come be a part of the
live studio audience!*

See page 2 for details

UPCOMING EVENTS

Green Line Lunch

Tuesday, March 12, 2019
Cheng Heng
448 W University Ave, St. Paul

New Lawyers Section

Volunteer Event

Feed My Starving Children

Thursday, March 14, 2019
990 Lone Oak Road, Eagan

Judges' Dinner

Thursday, March 28, 2019
Town & Country Club
300 N Mississippi River Blvd.
St. Paul

Memorials

Friday, April 12, 2019
Sundin Music Hall
1531 Hewitt Avenue, St. Paul

RCBA Member

Appreciation Day

Wednesday, May 8, 2019
First National Bank Building
Conference Center
332 Minnesota Street, St. Paul

Charity Golf Tournament

Monday, July 15, 2019
Keller Golf Course
2166 Maplewood Drive, St. Paul

Families First Halloween Party

Monday, October 28, 2019
John A. Johnson Elementary
School
740 York Ave, St. Paul

Bench & Bar Benefit

Saturday, November 2, 2019
The Saint Paul Hotel
350 Market Street, St. Paul



RAMSEY COUNTY BAR ASSOCIATION

JUDGES' DINNER

Come be a part of the live studio audience!

Thursday, March 28, 2019

Town & Country Club
300 N Mississippi River Blvd., St. Paul

Social at 5:00 pm, Dinner at 6:30 pm
Entertainment following dinner

Ramsey County Judges showcase their dramatic flair

Awards

Distinguished Humanitarian Award &
Liberty Bell Award will be presented

Cost

Table Reservation - \$650

A reserved table includes ten seats, a table sign promoting the name of the sponsoring firm/organization and acknowledgment in the Barrister and the event program.

RCBA Member - \$60

RCBA Non-Member - \$75

Law Students and Law Clerks - \$35

Add \$5 for all registrations received after March 20, 2018

Register or reserve a table online at
www.ramseybar.org/event/judgesdinner2019

Media sponsor: **FINANCE & COMMERCE**



Finding Our Own Kind of Work-Life Balance

We all hear so much about work-life balance. But is work-life balance realistic – or even possible – in this age of an ever-increasing expectation of constant 24/7 connectivity? A recent study by Family Living Today and Now Sourcing uncovered that the United States ranks 30th out of 38 countries on work-life balance. More than 11 percent of American workers say they work 50 or more hours per week, and 33 percent of Americans report working at weekends and on holidays, too. While I'm sure these statistics are not at all surprising among the lawyers reading this article given the demands of our profession, compare these statistics with the Netherlands, where less than 1 percent of workers report working 50 or more hours per week and where the average person spends a whopping 16 hours per day devoted to leisure and personal care.

There are many reasons cited as the cause of modern work-life imbalance. These include the aforementioned 24/7 connectivity, as well as long commutes and changing familial expectations and norms (including the increase of single-parent families and dual-working-parent families). But to what end? What are the consequences of work-life imbalance? Sadly, studies show that work-life imbalance can lead to missing out on important life events, poor morale, fatigue, decreased work productivity, and serious long-term physical and mental health effects such as heart disease, depression, and anxiety.

"... the United States ranks 30th out of 38 countries on work-life balance. More than 11 percent of American workers say they work 50 or more hours per week, and 33 percent of Americans report working at weekends and on holidays, too."

A recent article in the Harvard Business Review highlighted what I found to be a very interesting trend: A growing number of corporate chief executive officers have what the Harvard Business Review called "serious leisure interests." These are hobbies and other outside-of-work interests that individuals invest time and energy into because they are truly passionate about them. According to the article, these CEOs – who have "serious leisure interests" ranging from teaching martial arts to playing guitar in a rock band, from flying airplanes to moonlighting as a DJ, from making handmade greeting cards to participating in fishing competitions – enjoy these activities in part because doing so allows them to detach and find balance in their lives away from their high-stress careers. In other words, a form of work-life balance. These CEOs find that pursuing their interests away from the business of being a CEO provides them with a level of balance they otherwise would not have.

Rather than using the term "serious leisure interest" coined by the Harvard Business Journal, I prefer to use the term "Plan B." What I mean

by a "Plan B" is this: If you no longer had a career in the law, but still wanted to work, how would you spend your time? What is your non-law-related Plan B?

I know many lawyers who have a non-law-related Plan B. One lawyer I know – who I will call "Mary" – has a Plan B of being a professional chef. Mary loves to cook and often hosts dinner parties at her home. She reads cooking blogs, scours the internet for new and interesting recipes, and shares her favorite recipes with others. Mary says that even the simple act of cutting up vegetables for a dish can be almost like meditation for her – so it's pretty clear that incorporating her Plan B into her daily life helps Mary find balance.

Another lawyer I know – who I will call "Bob" – has a very different Plan B. Bob's Plan B is to teach – and, specifically, to teach religion. Bob majored in religion in college, and ever since then Bob has been an avid reader of theological texts and religious commentary. Simply put, Bob loves to study religion – so much so that he leads a study group at his place of worship several times each week. For Bob, incorporating his Plan B each and every week helps him to find work-life balance.

My Plan B would be as a travel and tour operator, and I incorporate my Plan B into my day-to-day life whenever possible. I vacation when I can, which means I have (so far) traveled to 46 of the 50 United States (Idaho, Montana, New Mexico, and Oregon remain), 27 countries, and 4 continents. And it isn't just the travel itself. I love nothing more than to plan trips and take the role of lead tour guide when I travel with friends and family. When I'm at home, I read travel publications and travel blogs, watch travel programs, and compile lists of ideas for future destinations and travel experiences. I am also always happy to give travel advice (hopefully good travel advice!) whenever I am asked by colleagues, friends, or family members. This might include passing along tips for good hotel options, providing a list of top sights in a particular city, or even sketching out a rough itinerary for a city or country I've visited. As a self-professed travel junkie, incorporating travel into my day-to-day life – even when I'm not able to travel myself – is a surefire way for me to find my work-life balance.

So ... what is your non-law-related Plan B? Is it cooking, teaching, or travel? Or perhaps it is gardening, woodworking, music, or fishing. Whatever it is, I hope you find a way to incorporate your Plan B into your everyday life to find work-life balance in 2019 and for many years to come!

MEMBER NEWS

Kenya C. Bodden has joined Larson King, practicing in the areas of personal injury, mass tort, insurance, and products liability.

Profile: Judge P. Paul Yang



P. PAUL YANG LEARNED FROM AN EARLY AGE THAT HE HAD A PASSION FOR HELPING OTHERS.

He and his family came from the war-torn country of Laos to St. Paul as refugees when he was a child. As his family adapted to a new culture, Yang's parents and family members looked to him for help, as he became the first person to read and write the English language. That help came in the form of everything from checking and reading the

mail to filling out employment forms as they navigated life in the east St. Paul Frogtown neighborhood.

This dedication to helping others not only led him to practice law for the past 15 years, but also inspired him to run, and eventually win, a judgeship for the 2nd Judicial District in 2018.

Yang was the first to go to college out of his large extended family in the Twin Cities area. He attended Concordia University in St. Paul and immediately went on to the Mitchell Hamline School of Law where he graduated in 2002. "Even in high school, I knew I wanted to become a lawyer," he said. "I learned early on that my drive was to help people."

Yang started his own private practice after graduation where he focused initially on family law, but later moved on to areas of criminal defense and personal injury. He also served as a public defender for the 1st Judicial District in Hastings, MN.

"Even when I was in law school, I knew I wanted to do a public service job," he said. "When you deal with people, you deal with their daily lives and what affects them."

He largely worked with the Hmong community during his time in private practice, but also represented clients across the board. He specifically chose to work as a public defender to work with the whole community and represent people who could not afford attorneys, he said.

"Even when I was in law school, I knew I wanted to do a public service job," he said.
"When you deal with people, you deal with their daily lives and what affects them."

These desires and experiences led to his choice to run for a judgeship. "I understand that especially in the criminal system, I'm the last stop for a lot of people," he said. "I understand people need to be held accountable, and when appropriate they should go to prison, but at the same time my family was given a second chance and I do think people deserve a second chance even in the criminal system."

Yang also believes that judges need to be committed to educating those that walk into their court room about the judicial system itself. That often means taking the time to listen, to teach about the process of each case, and give adequate time to hear each side. "If they understand the process, if they understand what's happening, then more people are likely to accept ...and understand more that they're at fault for certain things or wronged someone and that's why they lost their case."

"Judges do not only have the responsibility to do the right thing but also help bring integrity to the judicial system." Building the integrity of the judicial system is important because Yang said he passionately believes in the judicial branch of government itself; especially, with the tough issues facing the country, especially in the area of immigration.

Yang has also been drawn to work with nonprofits and the legal community to further assistance for pro se litigants. He wants to organize free legal clinics and/or legal forums to work with volunteer attorneys and nonprofits to help strengthen the process of being in court and navigating the system while representing yourself. This work is especially a passion for him in Ramsey County, which has such a diverse population, he said. This diversity is thanks in large part to an influx of recent immigrants in the Hmong, Somali, and now Karen communities, he added.

"Housing issues, employment disputes, whatever issue they have, the more help we can give them, the better, because at the end of the day I believe we can only be as effective as the people's belief in the court system itself," he said.

Many times pro se litigants, especially immigrants, are navigating a number of barriers, including a language barrier, a different culture and a foreign legal system. Coming from, and working with, the Hmong community, Yang especially brings a different and unique perspective in this area, he said.

"Housing issues, employment disputes, whatever issue they have, the more help we can give them, the better, because at the end of the day I believe we can only be as effective as the people's belief in the court system itself," he said.

Yang is married to Marly, who also went to Concordia University. They were married in 2002, and have three daughters: a 10th grader, a 4th grader, and a four-year-old.

Yang is also still very active in the Hmong community and often spends his time with his large extended family that still mostly call St. Paul home.

By Ashley M. Wright, Paralegal, Orchard Law Firm, PLLC

MARCH CLE OPPORTUNITIES

Midday Section CLE Opportunities

Register at www.ramseybar.org, send an email to info@mnbars.org, or call 651-222-0846

Location:

First National Bank
Building Training Room 332
Minnesota Street, St. Paul,
unless otherwise noted

March 14 | Trusts & Estates Section: Long-term Care Insurance Benefits: Understanding the Claims Process

Presenters: Elizabeth Wrobel, Wrobel & Smith, PLLP; Greg Getchell, President/Owner of AMADA Senior Care

Most insureds have had a LTCI policy for a decade or two before they have an opportunity to access the benefits. Gathering and filing the proper paperwork is essential to perfecting a claim for home health care or facility based benefits and can prevent incurring unnecessary expenses or an insurance dispute. The speakers will go through the process, discuss required documents and

how to avoid possible pitfalls along the way.

Time: Noon - 1:00 p.m.

Registration: 11:30 a.m. to 12:00 p.m.

Credit: 1 standard credit applied for

Location:

US Bank Building Training Center (16th Floor), 101 5th Street East, St. Paul

Cost (includes lunch): \$15 RCBA members; \$30 non-members

Teleconference Cost: \$20 RCBA members; \$35 non-members

March 19 | Real Estate Section: At the Crossroads of Bankruptcy and Real Estate – What to expect when you run into a Chapter 7 Trustee

Presenters: Patti J. Sullivan, Sullivan Law Firm, P.A.

Issues with marital liens, conveying the "exempt" homestead, remainder interests and other issues

that arise in the real estate/bankruptcy context.

Time: Noon - 1:00 p.m.

Registration: 11:30 a.m. to 12:00 p.m.

Credit: 1 standard credit applied for

Cost (includes lunch):

\$15 RCBA members; \$30 non-members

Teleconference Cost:

\$20 RCBA members; \$35 non-members

March 27 | Family Law Section: A River Runs Through It

Panelists:

Ramsey County Family Court Referees: Hon. James Street; Hon. Rebecca Rossow; Hon. Elizabeth Clysdale

Hennepin County Family Court Referees: Hon. Richard Stebbins, Hon. Holly Knight; Hon. Naomi Garfinkel

Moderators:

Ramsey County:
Victoria Brenner

Hennepin County:
Jana Deach

Despite being just over the bridge, the approaches of Referees in Hennepin and Ramsey Counties may seem miles apart. Referees from both districts will discuss these differences. In order to assure objectivity, there will be co-moderators from each jurisdiction: Be prepared to ask questions you feel will be most helpful.

Time: Noon - 1:00 p.m.

Registration: 11:30 a.m. to 12:00 p.m.

Credit: 1 standard credit applied for

Cost (includes lunch):

\$15 RCBA members; \$30 non-members

Teleconference Cost:

\$20 RCBA members; \$35 non-members

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for more details.

UPCOMING APRIL CLEs

April 11 | Trusts & Estates Section CLE

April 16 | Real Estate Section:
Negotiating and Drafting the Residential Construction Contract – Including an Annotated Document

April 24 | Family Law Section CLE

April 25 | Solo Small Firm Section: The Housing Crisis: What Solo/Small Firm Lawyers Can Do About It

April 30 | Assisting Self-Represented Parties with Housing Court Issues

MARCH CLE OPPORTUNITIES CONT.

Additional CLE Opportunities

Register at www.ramseybar.org, send an email to info@mnbars.org, or call 651-222-0846

RCBA Diversity
Committee presents:

Diversity and the Journey to the Bench

Tuesday, March 5
Noon to 1:00 pm

Location:

First National Bank
Building Training Room,
332 Minnesota St., St. Paul

Panelists:

Hon. JaPaul Harris,
Ramsey County District
Court, Hon. Adam Yang,
Ramsey County District
Court Representative
from the Judicial
Selection Commission

Moderator:

Gregory Egan, Ramsey
County Public Defender

Achieving diversity on
the Bench in Minnesota
requires attorneys from
under-represented
groups to seek
judgeships. Panelists will

offer insight for attorneys
considering the Bench
as a career option,
including information
for those interested in
seeking appointment.
They will also address
how lawyers can build
their relationships and
prepare their careers to
either seek appointment
or run for election in the
future. The panelists
will discuss hurdles
they faced as diverse
candidates and ways
diversity strengthened
their candidacy.

Credit: 1 elimination of
bias credit applied for

Cost: FREE for RCBA
members; \$20 non-
members

Teleconference

Cost: FREE for RCBA
members; \$40 non-
members

**Seating is limited, so
register early.**

March 29 | Minnesota's Legal and Services Response for Human Trafficking

Presenters: Caroline Palmer,
JD, Safe Harbor Director,
MN Dpt of Health; Paula
Schaefer, Safe Harbor
Training Coordinator, MN
Dept of Health

Minnesota passed Safe
Harbor legislation in 2011,
decriminalizing sexual
exploitation for children and
youth. In the years since the
state has built a coordinated
response with law
enforcement, prosecutors,
government agencies,
health care providers,
community organizations,
and others responding to
sexually exploited youth
in Minnesota. There is still
much to be done, however,
in particular addressing the
cultural and intersectional
systemic racism and
oppression human rights
issues that allow trafficking
and exploitation to flourish.
Learn about the general
landscape of human

trafficking in Minnesota,
including relevant state
and federal laws; current
prevention and intervention
efforts; how attorneys can
use this information in their
practices, and/or how they
can get involved with groups
working on this issue.

Time: 12:30 p.m. to 2:30 p.m.

Location:

First National Bank Building
Training Room, 332
Minnesota St., St. Paul

Registration: 12:00 p.m. to
12:30 p.m.

Credit: 2.0 standard credits
applied for

Cost (includes lunch): \$10
RCBA members; \$20 non-
members

Teleconference Cost: \$15
RCBA members; \$30 non-
members

Solo Small Firm Section CLE Opportunities

www.ramseybar.org, send an email to info@mnbars.org, or call 651-222-0846

Join us for an informal
CLE presentation and
networking gathering at
the **Louisiana Cafe (613
Selby Avenue)** in St. Paul
the fourth Thursday of
every month.

**Registration and
networking:** 8 a.m. to
8:30 a.m.

CLE presentations:
8:30am-10am

Cost (includes breakfast):
\$20 RCBA members \$30
non-members

Upcoming topics:

March 28 | Best Practices: eFS for Minnesota Filers

Presenters: Luke
R.Gosselin, Court
Operations Supervisor – Civil
Division, Ramsey County

District Court; Hon. Joel
Olson, Probate Court
Referee, Ramsey County
District Court

Tools and resources
to work efficiently and
effectively with eFS
and the District Courts.
Topics will include: eFile
best practices, party
information, picking correct
event codes, document
security, signing up for

eService, and much more.

Credit: 1.5 standard CLE
credits applied for

April 25: The Housing
Crisis: What Solo/Small
Firm Lawyers Can Do
About It

May 23: Difficult clients:
How to spot them, How to
manage them and How to
part with them

NEW LAWYERS SECTION ACTIVITIES

New Lawyers Volunteer Event Feed My Starving Children

Thursday, March 14, 2019
6-7:30 PM
990 Lone Oak Road, Ste. 136, Eagan



SAVE THE DATE

RCBA Member Appreciation Day!

Wednesday, May 8 | 1-5pm

Watch the RCBA web site and next month's Barrister for more information.

SPRING JOB SHADOW

The Ramsey County Bar Association partners with Mitchell Hamline School of Law to provide law students unique job shadow opportunities, giving them a firsthand look at what the legal world is really like outside of law school.

The Spring Job Shadow Program runs March 11-15, 2019. Please consider volunteering to have a Mitchell Hamline Law School student shadow you for a few hours on one of those days.

Past job shadow volunteers have invited students to observe hearings or client meetings, tour their company or law firm, or just talk about their work over lunch. Lawyers from all size firms or public agencies, prosecutors, public defenders and corporate counsel are all needed.

To volunteer, please contact Cheryl Dalby at CDalby@mnbars.org or 651.222.0846.

RCBA HAPPY HOUR

HOSTED BY THE NEW LAWYERS SECTION

SAVE THE DATE

Thursday, April 18 | Public Kitchen
Sponsored by Harper & Peterson, P.L.L.C.

Thursday, May 16 | Eagle Street Grille
Sponsored by Ascherman Law

**Thank you to
Affiliated Court Reporters**
for sponsoring the January 17th
Happy Hour at Sweeney's!

CONSIDER PARTICIPATING IN THE

Attorney Referral Service Modest Means Program

In an effort to increase access to legal services for low-to-moderate income individuals, the RCBA invites you to join the Attorney Referral Service Modest Means Program. We need attorneys that practice in the areas of immigration law, family law, consumer law, and real estate.

For more information, contact Thea Anderson,
TAnderson@mnbars.org or 651-224-1775



RCBA PLACEMENT SERVICES

Place legal staff in law firms at lower rates than for profit placement agencies. Contact **Sabina Zeenat**
SZeenat@mnbars.org or 651-222-0846.

GREEN LINE LUNCHES

The **RCBA Diversity Committee** continues its series "Green Line Lunches" in celebration of the vibrant University Avenue neighborhoods along the Green Line light rail line.

No reservation is necessary. Participants order off the regular lunch menu and pay for their own lunch.

Tuesday, March 12, 2019 at Noon

Cheng Heng (Cambodian)

448 W University Ave (Western Ave Station)

Tuesday, April 9, 2019 at Noon

Asian Deli

823 University Ave W (Victoria St Station)

Tuesday, May 14, 2019 at Noon

Los Ocampo (Mexican)

615 University Ave (Western Ave Station)



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Kathleen R. Gearin *Ramsey County District Judge, Retired*



During 26 years as a Ramsey County District Judge, Judge Gearin presided over a wide range of civil cases, from family law to complex commercial matters, and gained a reputation for her integrity, decisiveness and sensitivity. As Chief Judge of her district, which includes the state Capital, she frequently dealt with politically sensitive cases involving issues such as free speech, the Coleman-Franken Senate recount and the longest government shutdown in U.S. history. She is available as a mediator, arbitrator, special master and discovery referee in cases involving **business/commercial, employment, family law, governmental/public agency, insurance, personal injury/torts, professional liability and real property** matters.

The JAMS Minneapolis panel also includes:

Philip L. Bruner, Esq. | Hon. James M. Rosenbaum (Ret.) | Hon. Janice M. Symchych (Former)

JAMS Minneapolis
333 South Seventh Street
Suite 2550 | Minneapolis, MN 55402
www.jamsadr.com | 612.332.8225

THE 8 TECHNOLOGY TIPS YOU CAN IMPLEMENT TODAY

Continued from page 1

4. UTILIZE THE "HIT BY A BUS" CALENDAR METHOD.

Okay, let's not get too morbid, but what if you were hit by a bus tomorrow and someone else had to take over your cases? How helpful would your calendar be? Does it include only vague references in personal short-hand? Calendars are useful for so much beyond making actual appointments. Use it as a brain dump. Including court dates is great, but also include filing deadlines and client check-ins. Getting in the habit of calendaring each to-do minimizes tasks from being lost or forgotten.

PRO TIP: You can use the **Insert: Date & Time (update automatically)** function in Word to make sure that your Quick Part inserts always have the correct date!

5. TAKE OUT THE TRASH (AND SPAM).

A neat inbox is the key to an organized practice. As my mother would say, "a place for everything and everything in its place." Get in the habit of

archiving old emails in a client folder or the general archive folder. Saving email communication is an important part of maintaining a file in 2018, but you do not have to save every single email you receive. Take a few minutes to unsubscribe from lists or newsletters you do not want or need. Use the "rules" function in Outlook to send your listserv emails to a folder so they do not clog up your inbox. Use your judgment and delete (forever) the emails that are superfluous. It seems for every substantive email I draft, there are four emails that contain some combination of "sounds good," "let me know," or "thanks."

6. FIND YOUR FAVORITE SUBJECT.

The subject line of an email can be utilized to make your life easier in the future, or it can be a completely worthless exercise. How many of us are guilty of sending an email where the subject line is "Update" or "Checking in"? That may be what the email is about, but it does you no favors in the future. With a few extra seconds you can make searching our mailbox a breeze. The subject line should have all relevant information needed to

PRO TIP: You can export client emails into a pdf document on cases that are closed. Then you can delete them from your mail server!

find that email easily. For example, in an email to opposing counsel regarding an appraisal in a divorce case, the subject line would read: Simpson Dissolution, Court File 27-FA-19-1254 re: Homestead appraisal. This lets you search your mail using the court file number to quickly find what you need, quickly sift through emails to find relevant information, or quickly compile all correspondence in a file. That is just an example. Make it fit your practice.

PRO TIP: What happens if you receive an email that doesn't follow your beautiful subject line rules? Reply to the email and edit the subject. That will allow you to search for and find both your email and the initial email.

7. OUT OF OFFICE ISN'T JUST FOR VACATION.

Managing expectations is such an important piece of representing clients. Being very transparent with your schedule is as easy as having an out-of-office up all the time. In the same way that some people will have daily

voicemail messages (or the folks of my generation had AIM (AOL Instant Messenger) away messages), you can keep clients, staff, opposing counsel and the court in the loop by having an out-of-office each day. Perhaps something like: *Today is January 12, 2019. I am in the office today but have meetings that will put me away from my desk. I will do my best to respond to your email before the end of the business day. If your matter is urgent, please contact the office by phone.*

8. TURN IT OFF.

Technology is great. It makes our lives faster and more efficient. That is even more true if you follow the tips above. Regardless, there are times where the best thing you can do for productivity is to turn it off. Shut down your computer, turn off your phone and really focus on the task in front of you. If you need your computer, you can also turn off the internet for a period of time or use a program to block certain sites. My favorite is one called Cold Turkey (www.getcoldturkey.com) which allow you to specify websites to block (*cough, cough, Pinterest). Give your eyes and brain a break from time to time!

PRO TIP: If you are going to include the date, make sure you change it every day. There is nothing worse than getting an out of office letting you know that Bryce is on vacation until March 1, 2011.

By Victoria Elsmore,
Partner at Collins, Buckley, Sauntry, & Haugh, P.L.L.P.

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