

# Overcoming Information Overload

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**Tuesday, August 28, 2018**

9 a.m.–4:15 p.m.

**Oregon State Bar Center**

16037 SW Upper Boones Ferry Rd., Tigard

CLE credits: 5 General or Practical Skills and 1 Ethics

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The daily flood of email, documents, and other files can easily leave you overwhelmed. Computer technology, which is supposed to help us organize this information has—in many cases—made matters worse.

Move past information overload and regain control of your information so you can work more efficiently and ultimately make better decisions. Learn about practice-driven techniques that take into account:

- Seven fundamental facts about how the brain processes and indexes information
- How we unintentionally overload ourselves
- The practical difficulties of going completely paperless

Stop feeling overwhelmed by information and start taking control! At the end of the day you'll leave with:

- The five correct reasons for keeping a piece of information
- How to avoid duplication of paper and electronic records
- Strategies for organizing deadline dates, notes, and clippings
- Risk management principles which mesh with information management best-practices

**Register by 8/24/18 and save \$20.**

## LIVE EVENT



### Early registration discount

*Register by 8/24/18 and save \$20*

\$135 Paralegals and legal support staff—please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register.

\$180 ONLD member

\$240 OSB member

\$250 Non-OSB member

\$15 Box lunch

*(Electronic materials are included with your registration.)*

## LIVE WEBCAST



\$135 Paralegals and legal support staff—please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register.

\$180 ONLD member

\$240 OSB member

\$250 Non-OSB member

*(Includes online access to recorded seminar for 60 days after the live event.)*



### Questions or need help with registration?

Call the OSB CLE Service Center:

**(503) 431-6413 or (800) 452-8260, ext. 413**

50-Year and Active Pro Bono OSB members and Oregon judges and their lawyer staff – please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413 to register for the live seminar.

**8:00 Registration**

**9:00 An Introduction to Information Overload**

- The challenge
- Causes
- External forces aggravating overload
- Legal ethics (ABA Model Rules)
  - When does disorganization become malpractice?
  - Expectations around professional competence

**10:30 Break**

**10:45 Information Processing**

- Mental indexing
- Externalizing memory
- Substituting rules for facts
- Legal ethics (ABA Model Rules)
  - What science tells us about decision-making and what the law tells us

**12:15 Lunch** (*Brown bag lunches are welcome or you may purchase a box lunch when registering.*)

**1:00 Information Types and Information Spaces**

- Records vs. reference
- Setting up intake spaces and intake processes
- Separating workspace from storage space
- Challenges with e-mail
- Legal ethics (ABA Model Rules)
  - Separating client-owned vs. firm-owned information

**2:30 Break**

**2:45 Overarching Issues**

- Choosing between paper and electronic versions
- Dealing with obsolescence
- Changing work habits
- Best practices

**4:15 Adjourn**

## Lewis Eisen

### Professional Education Group



Lewis Eisen has worked in Information Management for the Government of Canada for more than ten years. As a faculty member of The Professional Education Group and a trainer and consultant

to the legal profession since 1987, he has educated lawyers and judges across Canada and the United States on using technology and managing information effectively. The author of four editions of *The Canadian Lawyer's Internet Guide* and numerous articles on law and technology, he is also a regular contributor to the Canadian Bar Association's General Practitioner's Digest. As a member of the Ontario Bar, Lewis practiced law in Toronto before moving into the field of law office automation. For three years he was the director of the Law Society of Upper Canada's Computer Education Facility, coordinating and teaching computer course to lawyers across Ontario. Lewis is past president of the Canadian Society for the Advancement of Legal Technology.

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## General Information

**Cancellations:** Cancellation requests must be received by the OSB CLE Service Center at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee.

**Tuition Assistance:** Email a request stating your financial situation to [cle@osbar.org](mailto:cle@osbar.org) no later than one week before the seminar.

**Dietary Restrictions or Accessibility Accommodations:** Please call (503) 431-6375 or (800) 452-8260, ext. 375, at least 72 hours before the date of the seminar.



## Upcoming Seminars

### September 7

#### All Day PowerPlay (ADPP18)

Meet your CLE requirements with three seminars in one day that offer access to justice, ethics, and the new combined child and elder abuse reporting credits.

- Breaking Through Bias and Barriers: Exploring Access to Justice in the Legal Profession (BBB18)
- Your Time to Shine: An Oregon Lawyer's Duty to Report Elder and Child Abuse (AR218)
- Exit Row Ethics: What Rude Airline Travel Stories Teach About Attorney Ethics (ERE18)

### September 12

#### Business Valuation and the Impact of the 2017 Tax Cuts and Jobs Act (BV18)

### September 13

#### The State of the Union: *Masterpiece Cakeshop* and Other LGBT Law Developments (LGBT18)

Register now at [www.osbar.org/seminars](http://www.osbar.org/seminars) and search by program code.



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