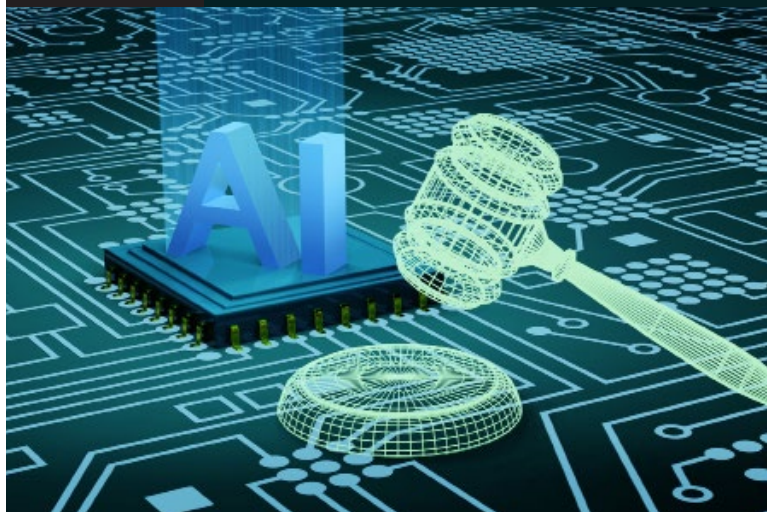


Tech Tuesdays

Featuring Paul Unger, Affinity Consulting Group

Register at www.osbar.org/seminars (search for TAI25)



This three-part CLE series is designed to help lawyers stay ahead of technological advances in generative artificial intelligence and beyond. Each session will cover a different topic including getting started with AI for law firms, using AI for better time management, and getting your digital house organized and secure.

Register for all three seminars and save \$50.

- **Getting Started with AI for Law Firms**
Tuesday, March 4, 2025
AIF25 / MCLE ID # 119514
- **Using AI for Better Time Management**
Tuesday, March 11, 2025
TM25 / MCLE ID #: 119515
- **Getting Your Digital House Organized and Secure**
Tuesday, March 18, 2025
DHO25 / MCLE ID # 119516

Various Dates in March

Noon–1 p.m.

Live Webcasts

CLE credits: See schedule for credits

MCLE ID #: 119517 (series, see below for individual ID #s)

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Individual webcast prices

- | | |
|------|--|
| \$65 | Getting Started with AI for Law Firms (AIF25) |
| \$65 | Using Artificial Intelligence (AI) for Better Time Management (TM25) |
| \$65 | Getting Your Digital House Organized and Secure (DHO25) |

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Series pricing: \$145

Includes online access to the recorded seminars for 60 days after the events. Electronic materials are included with your registration.



Closed captions available

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Questions or need help with registration?

Call or email the OSB CLE Service Center:
(503) 431-6413 or (800) 452-8260, ext. 413, or
cle@osbar.org

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Schedules

*Presented by Paul Unger, Affinity Consulting Group,
Columbus, OH*

March 4, 2025

Noon–1 p.m. PST

CLE Credits: 1 General

Getting Started with AI for Law Firms

It's crucial for law firms to stay ahead of the curve in today's rapidly evolving legal landscape. Are you a legal professional who wants to unlock the potential of artificial intelligence (AI) within your practice but are having trouble figuring out how and what can be used safely and ethically? If so, then this introductory program is specifically for you. Cover the fundamental concepts of AI, including machine learning, natural language processing, and AI ethics. Learn how AI can be leveraged by lawyers and nonlawyers—and what questions to ask before using a tool. Survey some of the major solutions available in the legal market and gain an understanding of what they do. Discover how to use prompts to train your AI tool to deliver the desired information.

March 11, 2025

Noon–1 p.m. PDT

CLE Credits: 1 General

Using AI for Better Time Management

Explore the transformative role of artificial intelligence (AI) to help lawyers manage their time more effectively. Learn how to leverage AI tools to automate routine tasks, prioritize workloads, and optimize daily schedules for better productivity. Get practical insights into integrating AI into your practice, ensuring that you are productive and efficient with your available time.

March 18, 2025

Noon–1 p.m. PDT

CLE Credits: 1 General

Getting Your Digital House Organized and Secure

While technology has fundamentally changed the way lawyers practice law, many still manage paper the same way they did 25 years ago; it's time for an upgrade. Learn how to make an office digital, get paper under control, take full advantage of PDFs, and build a central single source of truth (SSOT) for your documents and data so they can be properly governed and secure. See demonstrations of digital note-taking and paper-based note-taking workflows that significantly improve efficiency. Conclude by exploring document organization and storage techniques that allow you to locate any document or email in seconds.

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General Information

Cancellations: Cancellation requests must be received at least 72 hours prior to the date of the seminar to qualify for a refund. Refunds are subject to a \$25 cancellation fee. To cancel, please call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413.

Tuition Assistance: Email a request stating your financial situation to cle@osbar.org or call the OSB CLE Service Center at (503) 431-6413 or (800) 452-8260, ext. 413, no later than one week before the seminar.

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

Products

These seminars will be available on-demand after the live programs. Please visit www.osbar.org/seminars and search for TAI25. On-demand access is available for 60 days after the date of purchase.

Meet Paul Unger



Paul is an attorney based in Atlanta, Georgia, and is one of the founding partners of Affinity Consulting Group. Paul focuses on national speaking/training, coaching, and strategic consulting for law firms and legal departments. He provides continuing legal education (CLE), legal-specific software training,

and professional development programs for law firms and legal departments throughout North America. He is the author of dozens of publications & legal technology manuals, including recently published books, *Tame the Digital Chaos: A Lawyer's Guide to Distraction, Time, Task & Email Management* (2020), *Getting Your Digital House in Order* (2023), *PowerPoint for Legal Professionals* (2023), and *Adobe Acrobat for Legal Professionals* (2023). He served as chair of the ABA Legal Technology Resource Center (2012-13, 2013-14), chair of ABA TECHSHOW (2011), and on the Executive Board for the Association for Continuing Legal Education (ACLEA) (2017-18, 2018-19). He is an active member of the Ohio State and New York State Bar Associations. Paul specializes in time, task & distraction management, document and email management, paperless office strategies, courtroom technology, and legal-specific software training for law firms and legal departments.

Here's what members said about Paul Unger's previous OSB seminars:

"This was very helpful and informative. I thought a lot would go over my head but Paul helped it make sense and related it to our duties as attorneys. Looking forward to implementing some new changes at work."

"Very applicable to my practice."

"This was a really useful presentation. I've already reached out to netdocs and will likely employ other recommendations. Thank you!"

"I've made a point of staying / studying cybersecurity and metadata issues for quite a while. This presentation provided current information and real-life situations that even I had not contemplated."