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1. Mind Your Own Business

There is still time to enrol in next week's [Forum on Solo and Small Firm Practice](#) with presenters Dave Bilinsky, Bob McCulloch and Martin Gutnik. This interactive and practical program will cover the following topics: *The Business of Law* and *Getting Paid: Billing Processes and Best Practices*. Join your fellow solo and small firm practitioners for lunch and an afternoon of sharing best practices on Friday, January 18, 2008 at 12:00 p.m. [Contact Legal Studies](#) at [The Law Society](#) to register.

2. CanLII Updates

[CanLII](#) has recently added a [new search sorting feature](#) that allows you to view search results by "Most Cited." The organization has also recently [announced a project](#) to add in all Ontario Court of Appeal decisions appealed to the Supreme Court of Canada, as well as all reported Ontario Superior Court of Justice cases dating back to 1994, to be completed by May 2008 and adding nearly 8000 cases to CanLII's database.

3. Annual Trust Account Forms Online

The Law Society of Manitoba has recently posted the December [2007 Annual Trust Account Report Forms](#) (both Accountant's Review Form D and Self-Reports) on the [website](#).

4. Listening is Key

Communicating successfully with clients requires lawyers to provide clear explanations to clients in terms that clients can understand. But successful communication also requires you to actively listen to what clients are saying. [Gerald Riskin](#), author of [The Successful Lawyer: Powerful Strategies for Transforming Your Practice](#) reads an excerpt from this book on the importance of active and effective listening to a successful legal practice in this [free podcast](#) from the [American Bar Association's](#) web store.

5. 101 Shortcuts

The article [Law Hacks: 101 Tips, Tricks and Tools to Make You a More Productive, Less Stressed-out Lawyer](#) by Jason Krause, published in the [ABA Journal's July 2007 issue](#), provides tips and

tricks for everyone in your office to increase their productivity today.

6. Retirement Planning

If you or your partners are beginning to think about retirement, be sure to take a look at the [December 2007 issue](#) of Law Practice, available now online on the home page of the [ABA's Law Practice Management Section](#). This special issue focuses on retirement, both from the perspective of the retiring lawyer and the perspective of the law firm looking for a seamless transition.

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