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1. So Little Time, So Much Paper

On March 11, 2008, The Law Society of Manitoba will present Margaret (Meg) Spencer Dixon delivering the CLE program *So Little Time, So Much Paper: Organization and Time Management Techniques*. The program will be presented twice - first, for support staff from 8:30 a.m. - 12:00 noon and again for lawyers from 1:00 - 4:30 p.m. To register or obtain further details, visit The Law Society's [website](#). In the interim, take a look at [the Spencer Consulting website](#) which provides free access to downloadable versions of her articles and materials on time management for lawyers.

2. Equity & Diversity Resources

The CBA's January 2008 *E-News* reports that the CBA Standing Committee on Equity has just published a valuable resource entitled [The CBA Equity and Diversity Guide and Resource Manual for Successful Law Firms and Legal Organizations](#). The Guide is available online (a 50 page PDF document) on the [Canadian Bar Association's website](#).

3. Practice Management Resource Center

The [State Bar of Michigan](#) has posted an extensive array of [resources](#) in the [Practice Management Resource Center](#) on their website. The resources available include articles, checklists, forms and external web links on the topics of client communications, retainers, intake processes, billing, calendaring and much more. Although the resources have an American flavour, they contain useful tools and information for Canadian lawyers as well.

4. Free Legal Technology CLE Materials

[Ross Kodner](#), a frequent speaker on legal technology topics has posted a wide range of free [CLE materials](#) that he has presented on his [Microlaw website](#). Some of the topics available include:

- *How NOT to Commit Malpractice With Your Computer*
- *A New Outlook on Outlook: Taming Microsoft Outlook in Your Practice*
- *Protecting Your Practice from Disaster: Protecting Client Confidences in a Scary Digital World*
- *Buying Technology 101: How to Buy Right and Spend Smart*

5. Great Advice for New (and Not So New) Lawyers

[*Are You A Goldfish in a Shark Tank - Things Every Lawyer Should Know When Getting Started*](#) is a December 13, 2007 posting on [Compujurist.com](#), the blog of [Nerino Petro](#), Practice Management Advisor for the State Bar of Wisconsin. The article contains some basic but practical advice for every lawyer, whether new to the profession or well-seasoned.

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