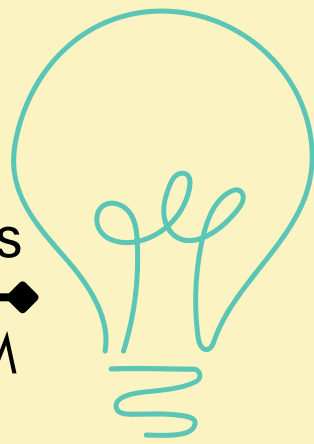




The Hamilton Law Association Presents...

TIPS & TRICKS

For Paralegals, Law Clerks & Legal Assistants



MAY 25TH 2022 | 2:00 PM - 4:00 PM

Available via webcast

Planners: **Lisa Allen & David Thompson**, Scarfone Hawkins LLP

• Tips and Tricks on Outlook

Presented by: **Stephanie Boich**, *Gowling WLG (Canada)* & **Lisa Allen**

- Practice Neutral Top 10 Tips and Tricks
- Efficiency
- Workflow
- Organization for Emails, Calendar, Tasks, Contacts and more

• Top 10 Tasks and Time Management Tips

Presented by: **Laura Cochrane**, *Hughes & Cooper LLP* & **Stephanie Boich**, *Gowling WLG (Canada)*

- Task Delegation Tips and Tricks
- Stay organized
- Being proactive
- Follow-ups
- Organization for Emails, Calendar, Tasks and more

• Options for Effective Team Task Completion Panel

Presented by: **Lindsay Garinger & Rachel Thompson**, *Agro Zaffiro LLP*, **Alexandria Palazzo & Sharrieff Mapp**, *Scarfone Hawkins LLP*

• Help Me, Help You!

Presented by: **Justice Meredith Donohue of the Superior Court of Justice**, and **David Thompson**



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