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## PROGRAM ANNOUNCEMENT

*The Advocacy Institute Is Pleased to Present*

### **Help! My Inbox is Exploding: Email Management**

**May 5, 2025  
1:00 p.m. – 2:15 p.m.**

### **WEBINAR**

#### ***Program Summary***

Legal professionals today receive between 100-150 or more emails or other electronic communication a day, many of which contain tasks that require action. In this interactive session, students will learn how to efficiently process email and get their inbox under control. The presenter will help students learn how to handle emails and tasks in a way that those items never get lost, using Microsoft Outlook and other tools to manage email more effectively.

#### ***Eligibility***

This program is open to attorneys and support staff in the Department of Law and Public Safety and county prosecutors' offices.

#### ***Faculty***

**Paul Unger** is one of the founding partners at Affinity Consulting Group. He is a national speaker and author who coaches lawyers on how to be more efficient with time management. Mr. Unger specializes in taming digital chaos and helping people to become more organized and focused. He also conducts technology assessments throughout the United States and Canada. Mr. Unger is an attorney who specialized in litigation and bankruptcy before starting a legal technology consulting company with partner Barron Henley in 2000. He began his career working for the Governor of Ohio. He holds an undergraduate degree in Political Science and Law from Capital University and a J.D. from Capital University Law School in Columbus, Ohio.

### ***CLE Credit***

**NJ CLE Credit:** This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

### ***Registration***

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

**Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.**

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.