



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Task and Deadline Management

May 12, 2025

1:00 p.m. – 2:15 p.m.

WEBINAR

Program Summary

Legal professionals must manage hundreds of tasks, deadlines and statute of limitation dates related to matters/cases. They receive information and tasks from meetings, depositions, telephone calls, website inquiries, instant messages and email. Capturing and prioritizing these deadlines requires that legal professionals have the proper processes in place. Most have the tools, but lack a methodology or understanding of the technology required to process daily tasks. In this session, students will learn how to capture, clarify, organize and plan tasks so they not only meet all deadlines, but also achieve calm, clarity and focus so they can do their best work. The presenter will provide a method for daily planning, weekly planning and project forecasting that will vastly improve students' level of organization.

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.