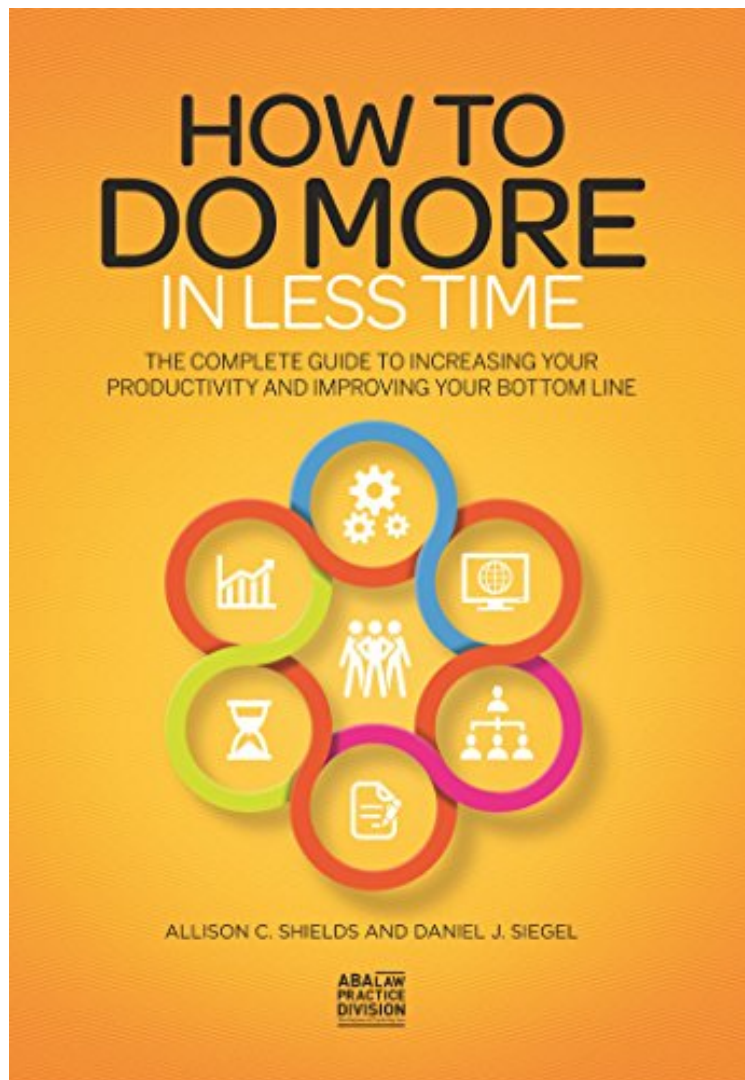


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# How to Do More in Less Time: The Complete Guide to Increasing Your Productivity and Improving Your Bottom Line

*Allison C Shields, Daniel J Siegel*  
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Many lawyers work long hours and still do not have enough time to complete all their work--let alone tackle the business aspects of their job, such as marketing, business development, or strategic planning. It's a common problem and learning how to juggle the work and manage the extras can be overwhelming for the new or seasoned lawyer. *How to Do More in Less Time* is a valuable resource to help you learn strategies for taking control of your day and become more productive. Written for the busy lawyer, the authors outline how you can identify the right activities that need to be accomplished and then how you perform those activities efficiently to maximize your productivity. You will learn how to: Develop good productivity habits by setting goals and prioritizing your workload Eliminate the distractions around you Clean up the clutter Delegate your workload efficiently Organize and schedule tasks weekly Create effective systems in your daily practice Streamline your email Do 90 minutes of work in 60 minutes and maybe even 30! And much more!

**About the Author** Allison C. Shields is the president of Legal Ease Consulting, Inc. in New York, NY, which provides practice management, productivity, social media, marketing and business development coaching and consulting services for lawyers and law firms. Allison is a former litigator and law firm partner. She writes the Simple Steps column for Law Practice Magazine and is the co-author, with Dennis Kennedy, of *LinkedIn in One Hour for Lawyers* (978-1-62722-312-6), *LinkedIn in One Hour* (978-1-62722-310-2), and *Facebook in One Hour for Lawyers* (978-1-61438-543-1). She is also the author of the Legal Ease Blog. Mr. Daniel J. Siegel wears two hats he is a practicing attorney and also a full-time technology consultant. As an attorney, Mr. Siegel focuses his practice on trial and appellate court writing; he also handles workers compensation matters and serves as a "second chair" for attorneys working on the matters that keep them up at night. He is the principal of the Law Offices of Daniel J. Siegel, LLC in Havertown, PA. As a consultant, Mr. Siegel works with attorneys and their staffs to analyze their workflow, and to implement and use technology more efficiently while avoiding the technical jargon that can be a barrier to understanding and adoption. Mr. Siegel uses these skills in his role as founder and President of Integrated Technology Services, LLC, a consulting service for attorneys. He is the author of *Android Apps in One Hour for Lawyers* (ISBN: 978-1-62722-216-7), *Checklists for Lawyers* (ISBN: 978-1-62722-334-8), *How to Do More in Less Time: The Complete Guide to Increasing Your Productivity and Improving Your Bottom Line* and *The Lawyers Guide to CaseMap* (ISBN: 978-1-61632-099-7), published by the American Bar Association Law Practice Management Section, *Changing Law Firms: Ethical Guidance for Pennsylvania Law Firms Attorneys*, published by the Pennsylvania Bar Institute, and *Pennsylvania Workers Compensation Law The Basics*. Mr. Siegel can be reached at dan@danieljsiegel.com or by phone at (610) 446-3457.