



2018 Solo & Small Firm Conference

## Small Firm Reboot: Gearing Up for Efficiency and Success

January 19, 2018    DoubleTree by Hilton—Orlando    Live Course Only  
Approved for 7.5 General CLE Credits (6.5 Technology & 1.0 Ethics)



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### Segment 1 – The Efficient Lawyer

- A. Getting the Most out of Microsoft. Tips for using Word and Outlook effectively.  
9 - 9:50 a.m.—Adriana Linares
- B. Do I need Practice Management Software? Panel discussion by three practitioners who use different (or no) practice management software.  
10 - 10:50 a.m.—Kevin Johnson, Zack Zuroweste, Barbara Leach
- C. “Day in the Life” Panel discussion featuring three tech-savvy practitioners on how they use technology on a daily basis.  
11 - 11:50 a.m.—Liz McCausland, Renee Thompson, Gordon Glover

Lunch on Your Own: 11:50 a.m. - 1:15 p.m.

### Segment 2 – The Successful Practice

- A. Technology Best Practices: Panel discussion focusing on higher-level concepts, systems and protocols.  
1:30 - 2:20 p.m.—Kevin Johnson, Teresa Byrd Morgan, Twyla Sketchley
- B. Ethics of Social Media for Small Firms.  
2:30 - 3:20 p.m.—Judge Diana Tennis
- C. Data Security and Privacy: What every lawyer/firm needs to know and how to protect themselves.  
3:30 - 4:20 p.m.—Adriana Linares

Reception: 5:00 p.m.

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