



Paul J. Unger

Keynotes, Retreats, Professional
Development Programs and Continuing Legal
Education (Virtual or Onsite)

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VIRTUAL PROGRAMS – Webinar or Multi-Part Webinar Series

All programs below can also be delivered virtually as a stand-alone single hour program (often for keynotes, plenary sessions, or breakout sessions), 75-minute, 90-minute, 2-hour, half-day, or a full-day onsite program, but another popular way to deliver these sessions is through a multi-part webinar series spread out over multiple weeks or even months. The virtual sessions are delivered through Zoom or the platform of your choice. Non-customized CLE programs for associations are \$1,300 per one-hour of programming and discounted if you sign up for multiple hours. Custom programs for law firms or legal departments are \$2,000 – \$3,500 per one-hour of programming and includes a recording that can be used internally for up to 24 months.^[1]

TRADITIONAL ONSITE PROGRAMS - One-Hour / Half-Day / Full-Day Program

All programs below can also be delivered traditionally as a stand-alone single hour program (often for keynotes, plenary sessions, or breakout sessions at conferences), 75-minute, 90-minute, 2-hour, half-day, or a full-day onsite program. The cost for a traditional onsite program varies based on location, but generally runs \$4,000 - \$6,000 per day of speaking, plus travel expenses.

Time Management & Personal Productivity

How to Better Manage your Workload & Deadlines!

1. How to Manage Distractions & Achieve Digital Detox in an Age of Information Overload! (1 hour)

Lawyers today are constantly distracted by technology, connectivity, and information overload. These physical and digital distractions cause very smart people to underperform and contribute to anxiety and inability to focus. In this interactive session, you will learn how to build healthy boundaries with technology, how to better unplug/disconnect and take control of technology instead of it controlling you. We will teach you distraction management techniques and a practical time management methodology that enables you regain control of your day. Bring your laptop and smartphones and be prepared learn how Microsoft Outlook and other tools can actually help you achieve focus during the day.

2. Help! My Inbox is Exploding: Email Management (1 hour)

Legal professionals today receive between 100-150+ emails or other electronic communication (via MS Teams channel, Slack, etc.) a day, much of which contains tasks that we must act upon. In this interactive session, you will learn how to

efficiently process email and get your inbox under control. We will help you process those emails & tasks in a way that those items never get lost. We will get our hands dirty and learn how to use Microsoft Outlook and other tools that your organization uses to manage emails.

3. Task and Deadline Management (1 hour)

Legal professionals must manage hundreds of tasks, deadlines and statute of limitation dates related to matters/cases. We receive information & tasks from meetings, depositions, telephone calls, website inquiries, instant messages and email. Capturing and prioritizing these deadlines requires that you have the proper processes in place. Most legal professionals have the tools but lack a methodology or understanding of the technology to process daily tasks. In this session, you will learn how to Capture, Clarify, Organize and Plan tasks so you not only meet all your deadlines, but also achieve calm, clarity and focus so you can do your best work. We will teach you a method for daily planning, weekly planning and project forecasting that will vastly improve your level of organization.

4. How to Fight and Beat Procrastination (1 hour)

Why do we intentionally delay tasks even though we know it will make us worse off? It's not because we are lazy. This session will dive into the psychological roots of procrastination and provide you with practical tools that you can start implementing immediately. You will learn effective strategies and skills for setting and achieving goals, and methods to build an environment conducive to getting things done. Learn research-backed strategies and real-world examples, equipping you with the necessary knowledge to overcome procrastination.

5. Get Organized! Fight the Paper – Organize your Digital Matter File! (1-3 hours)

To efficiently process daily tasks & emails, you must be organized! In modern times, that means you must have a digital matter/case file that is complete and organized. In other words, to find answers to questions and to solve problems for clients, we must be able to efficiently find answers and information. Emails can't be stuck in users' inboxes. Some documents can't be in one place, and other documents in another place. We also need effective and secure remote access when working from the road or home. In this seminar, learn how to centralize & securely maintain paperless files!

6. Documenting & Mapping your Processes for Better Time Management (1 hour)

Documenting processes will often take a backseat to billable work and pending deadlines. “We don’t have time to create them.” We also often hear things like “My practice is too complex to reduce things to a simple process or checklist. There are too many variables!” The truth is the opposite. Very few things will free up more of your time than investing in documenting your processes. In this session, we will roll up our sleeves and learn how to create process documentation, maps, checklists, and videos, and where to save them.

8. Using Artificial Intelligence (AI) for Better Time Management (1 hour)

This program explores the transformative role of artificial intelligence (AI) in helping lawyers manage their time more efficiently. Learn how to leverage AI tools to automate routine tasks, prioritize their workload, and optimize your daily schedule for better productivity. The session will provide practical insights into integrating AI into your practice, ensuring that you stay ahead.

9. Your 26-Week Action Plan for Time Management & Digital Detox (1 hour)

How many times have you started down the road of self and time management improvement, and found yourself back in the same place a few weeks later? It is time to get traction and build long-lasting habits! This session ties together the methods, processes and technology that is covered above and in Paul’s book, *Tame the Digital Chaos*, and presents them in a 26-week action plan. In this session, he will lay out an achievable and practical plan to achieve focus and master time, task, deadline, and email management.

One Hour Time Management Program. If you are just looking for a 1-hour general program on Time Management, Paul has several versions designed for keynotes, plenary sessions, or a stand-alone session for a conference, institute or retreat:

Mastering Time, Mastering Life: A Lawyer’s Guide to Productivity, Balance & Digital Detox. In an era where the legal profession demands constant availability, is "work-life balance" just a myth? Some of the biggest names in business have dismissed the concept, arguing that true success requires full immersion. But is there a smarter way? Renowned legal productivity expert Paul Unger presents a powerful alternative—one that prioritizes both peak professional performance and personal well-being. This seminar will equip legal professionals with practical time management strategies to take control of their workload, optimize efficiency, and set boundaries that actually work. Discover the art of digital detox to break free from tech overload and reclaim

focus in a distraction-heavy world. Learn how to work smarter, not just longer, and reenergize your work and personal life.

How to Manage Your Workload – Time, Task, Email & Distraction Management for Lawyers. Is technology serving you, or are you a servant to technology? Today, lawyers are constantly distracted by legal technology, connectivity, electronic case information, discovery, and information overload ... email, instant messaging, social media, phone calls, interruptions, etc. Lawyers switch tasks on their computer nearly 600 times a day. We are drowning in technology-based interruptions! These technologies are essential and, in fact, required by many jurisdictions, but they are also killing productivity if we don't have the processes in place to deal with them! In this program, we will get our hands dirty and focus on how to manage distractions, emails, tasks, and deadlines. You will learn how to take back control of your day and your practice with practical methodologies utilizing tools like Microsoft Outlook that you already own.

Balancing the Clock and the Code! Time Management to Uphold Ethical Obligations for Lawyers. In today's fast-paced legal environment, lawyers are constantly juggling multiple responsibilities, from client meetings and court appearances to research and document preparation. This one-hour seminar is designed to help legal professionals manage their time more effectively while ensuring they meet their ethical obligations under the Rules of Professional Responsibility. Join renowned speaker and time management expert and lawyer, Paul J. Unger, as he delves into practical strategies for managing your workload, minimizing distractions, and prioritizing tasks. Learn how to take back control of your day and your practice, ensuring that you can uphold your ethical obligations while maintaining a high level of productivity. Don't miss this opportunity to enhance your time management skills and improve your overall well-being.

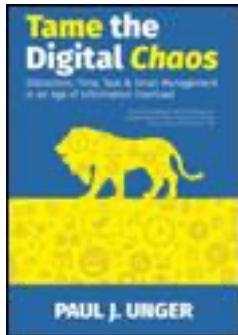
10 Time Management Things Attorneys Should Do, But Don't. Unlock your productivity with this new session from time management lawyer guru, Paul Unger. Dive into a lively session packed with game-changing strategies to conquer your chaotic schedule. Say goodbye to stress and hello to a streamlined workflow with practical methods that even the busiest attorneys can master. From time-wasting traps to productivity hacks, this program is your secret weapon to becoming a time management wizard. Join us and transform your practice with the skills you need to make every minute count!

Mastering Stress and Workload Management in the Age of Information Overload.

In today's fast-paced world, lawyers face constant distractions from technology and information overload—emails, instant messages, documents, social media, phone calls, and numerous interruptions. Research shows that lawyers switch tasks on their computers nearly 600 times a day, leaving them overwhelmed and stressed.

Join renowned speaker and time management expert Paul Unger in this transformative program, where you'll learn effective strategies to cultivate calm, minimize stress, and manage distractions. Discover how to efficiently handle emails, prioritize tasks, and meet deadlines while regaining control over your day and practice. You'll walk away with practical tools and methodologies you can implement immediately to enhance your productivity and well-being.

Remote Work, Real Connections: Thriving in the Work from Home Law Office. In this program, legal professionals will explore the evolving landscape of remote work in the legal field and learn effective strategies to maintain productivity, well-being, and professional connections while working from home. Building on the foundations of stress and workload management, this program addresses the unique challenges of remote legal practices, including combating isolation, maintaining work-life balance when your office is in your home, and leveraging technology for seamless collaboration. Participants will gain insights into configuring the ideal workspace, implementing effective communication protocols, and fostering a sense of community within virtual teams. By the end of this program, attendees will be equipped with practical tools ensuring they can deliver exceptional legal services while nurturing their professional growth and personal well-being.



Materials/Handout: Organizations have a choice between a free standard seminar paper or the *Tame the Digital Chaos* (2021) book which is available on Amazon Prime for \$25 each, or pre-order in bulk for a volume discount for each attendee at \$15-\$20 each, plus shipping. A PDF version of the book is also available for a volume discount at \$15 each.

Attendee Participation: Attendees are encouraged to bring their computers to follow along, but that is optional. They can follow along or just sit back and listen.

Cybersecurity and Ethical Pitfalls of Everyday Law Office Computing (Ethics Credit)

1. Cybersecurity & Ethical Pitfalls of Everyday Law Office Computing (1-3 hours)

In this seminar, we will discuss the ethical and malpractice pitfalls of artificial intelligence (AI), mobile, cloud, and general everyday law office computing. We will learn about cloud options and address how to safely store documents, data, and programs in the cloud. Learn what programs and features you should and must use with cloud storage options like Dropbox, Box & OneDrive. We will finally discuss security vulnerabilities and ethical problems related to artificial intelligence, documents, emails, and metadata associated with those files. We will also discuss how to properly delete client data, assign passwords, and dispose of computer equipment while protecting client privacy.

2. How to Create a Written Cybersecurity Plan for your Organization (1-2 hours)

Start taking steps today to secure your law firm and your client's confidential data! Written Information Security Programs (WISPs) are becoming essential in many states that have enacted data protection and business shield legislation. Many cybersecurity insurance carriers covering lawyers are starting to require WISPs. Setting aside legislative and insurance requirements, under the Rules of Professional Conduct, lawyers must implement safe technologies and processes to safeguard client confidential data. Join us for this very practical session to learn the essential elements of a Written Information Security Program. In this session, we will cover ransomware attacks, phishing schemes, cloud computing, mobile device management, full disk encryption, secure document management, shadow-IT, two-factor authentication, password management, VPNs, anti-virus, backup, user education, and more.

Artificial Intelligence

1. Getting Started with AI for Law Firms (2 hours, 1 ethics)

In today's rapidly evolving legal landscape, it's crucial for law firms to stay ahead of the curve. This program is specifically designed for legal professionals who wish to unlock the potential of Artificial Intelligence (AI) within their practice but are having trouble figuring out how & what can be used safely and ethically. Participants will be introduced to the fundamental concepts of AI, natural language processing, and AI ethics. We will discuss how AI can be leveraged by lawyers and non-lawyers and what questions to ask before you use a tool. Finally, and most importantly, we will

discuss prompts in an interactive session to show users how to train their AI tool to deliver the desired information.

2. Using Artificial Intelligence (AI) for Better Time Management (1 hour)

This program explores the transformative role of artificial intelligence (AI) in helping lawyers manage their time more efficiently. Learn how to leverage AI tools to automate routine tasks, prioritize their workload, and optimize your daily schedule for better productivity. The session will provide practical insights into integrating AI into your practice, ensuring that you stay ahead.

3. Microsoft's Copilot AI Solution – How Can it Help Lawyers (1 hour)

This program is designed to provide lawyers with practical experience in leveraging Microsoft Copilot to its fullest potential for MS Word, Outlook, PowerPoint, Excel and Teams. Some organizations simply want to know if Microsoft Copilot is worth the investment – what can it do to help – do we need it right now? Through interactive demonstrations and real-life scenarios, attendees will learn how Copilot can be used for drafting, summarizing documents, drafting & summarizing emails, creating meeting summaries, creating PowerPoint slides, creating Excel spreadsheets and/or formulas, and significantly reducing the time spent on these tasks. The program also addresses the ethical considerations and data security measures relevant to using AI in legal practice.

4. Survey of AI Solutions for Lawyers (1-2 hours)

Artificial intelligence is transforming the legal profession, offering innovative tools that can save time, enhance accuracy, and streamline workflows. In this seminar, we'll provide an overview of the most popular and impactful AI products designed specifically for lawyers and law firms. Participants will learn about Legal Document Management Tools, Document Review and E-Discovery Tools for Litigators, Legal Research Enhancements, Contract Analysis and Drafting, Practice Management Solutions and more. Learn how to utilize these tools ethically to comply the Rules of Professional Conduct and deliver better legal services to clients.

5. The Ethical Use of AI in Law: Balancing Innovation & Integrity (1 hour)

This session will explore the rapidly evolving role of artificial intelligence in legal practice, with a focus on maintaining ethical integrity while embracing technological innovation. Participants will examine how AI tools can be used in compliance with the American Bar Association's Model Rules of Professional Conduct, including issues of competence, confidentiality, supervision, and unauthorized practice of law. The discussion will also address practical strategies for evaluating which AI

technologies can be used responsibly, as well as potential pitfalls to avoid. Attendees will leave with a clearer understanding of how to integrate AI into their practice ethically, effectively, and in a manner that enhances the core values of the legal profession.

Courtroom Presentation/Litigation Technology

1. Mastering the Art of Digital Advocacy: Effective Use of Courtroom Presentation Technology (1-2 hours)

Courtroom technology has become an integral part of litigation, whether it is in the courtroom or a post-covid virtual hearing. This seminar covers the fundamentals of leading courtroom tech, the key trial presentation software programs, strategies for compelling multimedia presentations, best practices for digital evidence presentation, and best practice to avoid disasters. Along with theoretical knowledge, we offer hands-on workshops using popular trial presentation software, preparing you for the demands of using technology in modern well-equipped courtrooms or historic courtrooms that may not be well-equipped. Suitable for litigators, paralegals, and legal technologists, this program is the key to delivering persuasive, visually engaging arguments that captivate judges and juries alike. Stay ahead of the curve and embrace the future of courtroom technology.

2. Powerful PowerPoint Presentations/Avoiding Death by PowerPoint (1-4 hours)

Lawyers deliver a lot of presentations. Whether it's in a courtroom, corporate boardroom, or a CLE program, lawyers are regularly called upon to teach and persuade. PowerPoint is a powerful and ubiquitous tool for aiding presentations, but it is frequently misused. Learn effective PowerPoint skills to make your presentations more powerful. You will learn the basics of PowerPoint as well as the tips and tricks PowerPoint experts use to create engaging presentations. No matter your skill level, this course will teach you how to improve your next PowerPoint presentation. This can be a one-hour "Power-Hour," or up to 3-4 hours of step-by-step skills training.

3. Document & Discovery Management for Litigators (1-2 hours)

Most lawyers feel they are being over-run with paper and digital information. Organizing and search case information has become daunting. This session illustrates how to reduce paper in your office, centralize and secure case information, and how to organize your work product vs items produced in discovery requests. We will demonstrate search utilities, e-mail management, how to build a matter-centric electronic filing system, and tools to collaborate with outside parties.

4. iPad for Litigators Workshop (1 hour)

The iPad has dozens of apps that are helpful to litigators. In this session, learn to maximize the use of your iPad for your litigation practice. We will cover getting documents on to your iPad, TrialPad for trial presentations, TranscriptPad for managing transcripts, research apps, notetaking, and much more.

5. 60 Litigation Tips, Tricks, Apps, Websites in 60 Minutes

The best of litigation technology, practice management, electronics, apps, and incredibly useful websites for litigators. This rapid-fire, entertaining hour is full of great ideas you can immediately incorporate into your practice.



Materials/Handout for PowerPoint

Topics: Organizations will receive a free PDF copy of Paul's new book, *PowerPoint for Legal Professionals, 2nd Edition*, when selecting any of the PowerPoint related programs. This is typically sold for \$49 per user.

General Law Office Technology & Software

1. 60 Tips, Tricks, Apps & Websites in 60 Minutes (30, 60 or 90 minutes)

One of our most popular fast-paced sessions covers all the latest developments in legal technology. We'll cover new AI tools, where to go for legal-specific tech help, gadgets and utilities that will help you work from home more efficiently, communicate with your clients better and improve the services you render, tablet and cloud-computing tips, ways you can securely share documents with clients and opposing counsel securely, law practice & life hacks, and more!

2. **Fight the Paper! A Lawyer's Guide to Going Paperless (1-3 hours)**

Technology has fundamentally changed the way lawyers practice law. Despite these changes, many still manage paper today the that we did 25 years ago. It's time to upgrade that approach. This seminar covers everything you need to make your office digital, get your paper under control, take full advantage of PDFs, and build a central source of truth that is efficient and secure. We will also cover and demonstrate digital notetaking and paper-based notetaking workflows to significantly improve efficiency. Finally, we will explore document organization and storage techniques that will allow you to locate any document or email in seconds.

3. **The Best in Mobile Apps – Apps for the iPhone/iPad & Android Devices (1 hour)**

Apps for legal professionals are constantly changing. In this fast-paced session, we will cover the 60 greatest hits and latest hits that will maximize mobility from your iPhone, iPad or Android mobile device!

4. **A Lawyer's Guide to Microsoft 365 (1-2 hours)**

Microsoft 365 is now and the future! It provides the latest Office tools like Word, Excel, Outlook and PowerPoint at a reasonable cost and convenience, but it also provides amazing collaboration and time management tools. In this session, our experts will demonstrate how to collaborate using Microsoft Teams, as well as how to use the tools that are a part of this Microsoft subscription ... tools that most lawyers overlook, like co-editing Word documents, hosting screen-sharing meetings, instant messaging, allowing clients to book their own appointments, tracking tasks, managing projects, and much more!

5. **A Lawyer's Guide to PDF Files (1-4 hours)**

Regardless of the PDF program you use (Acrobat, PowerPDF, pdfDocs or Foxit), this seminar will show you how to maximize its use. We'll cover extremely important functions such as redaction, metadata removal, electronic document security, Bates numbering, splitting/combining PDFs, reducing file-size for electronic case filing, review/comments and PDF collaboration, adding signatures & stamps, routing PDFs for comments/feedback, and more. If this session is being delivered to a firm or legal department, we will customize the program based on the PDF program that your organization uses.

6. **iPad for Lawyers (1-6 hours)**

The iPad has become an essential tool for road warrior lawyers and those trying to eliminate paper in their practice. It is estimated that over 50% of attorneys have

a tablet, and of those who have tablets, nearly 90% of them have iPads. In this session, learn about recommended settings, and all the legal-specific apps, tips & tricks that you need to effectively use the iPad for your practice.

7. Outlook Power Hours (1-3 hours)

Lawyers and staff are generally drowning in email, tasks & reminders. This seminar will show you how to use all of Microsoft Outlook's feature set to efficiently process high volumes of email. This session also shows you how this powerful email and information manager helps better organize contacts, calendar, and tasks. We will teach you how to tap into the latest and greatest features of Outlook.

8. PowerPoint Power Hours (1-3 hours)

Based on Paul Unger's ABA Book, *PowerPoint in an Hour for Lawyers*, in this session, learn how to design professional-looking and effective PowerPoint presentations, without the use of endless bullet points and too much text. Specifically, we will cover how to work with photos, documents, document call outs, videos, audio recordings, text boxes, timelines, and more.

¹¹ If customized for a specific firm or legal department, we conduct discovery, conduct an online survey (optional), prepare materials, and then customize the program to fit your organization's technology and needs.