

The art of productivity and time management

Recorded: 28 February 2022 | 60mins
2021/2022 or 2022/2023 CPD year

Overview

Meeting productivity targets, ethical obligations and avoiding long hours can be a challenge for junior and senior practitioners alike. Clients are also more educated and have often researched the costs of the services they receive. This livestream will discuss the practical tips and considerations that will help practitioners learn the art of productivity, delegation and time management so they can best manage workload and record time confidently, efficiently and ethically.

1 CPD Point



60mins



The art of productivity and time management

This session will provide practitioners with the skills and knowledge to ensure their time and efforts are captured and compensated accordingly. Specifically, our presenter will discuss:

- understanding time capture—where, why and how time is lost;
- ethical, assertive time capture: issues and discussions including compliance with the Legal Profession Act 2007 and your ethical obligations;
- costs communication and time capture—understanding the link and how to communicate value both in narratives and elsewhere;
- how to effectively delegate; and
- practical time recording tips for boosting productivity, improving recovery and minimising costs disputes, and practical tips for effective time recording and narrations

Presenter: **Giles Watson**, Legal Practice Director

Chair: **Sharon Sangha**, Professional Development Solicitor, Queensland Law Society

Presenter profile

Giles helps law practices realise their potential through coaching, consultancy and tailored professional development. He specialises in client-facing challenges such as positioning, strategy, pricing, marketing, business development, customer experience and client service.

Prior to setting up his own consultancy in 2015, he managed the Practice Management Course at Queensland Law Society, ran a practice management quality mark scheme for the Law Society of England and Wales, and was a business development manager for three London law firms.

Giles has a degree in politics, a Masters in marketing and an MBA. He lectures on costs communication for QUT's Diploma of Legal Practice, and on 'Dynamic strategy and disruptive innovation' for Kaplan Business school's MBA course.

