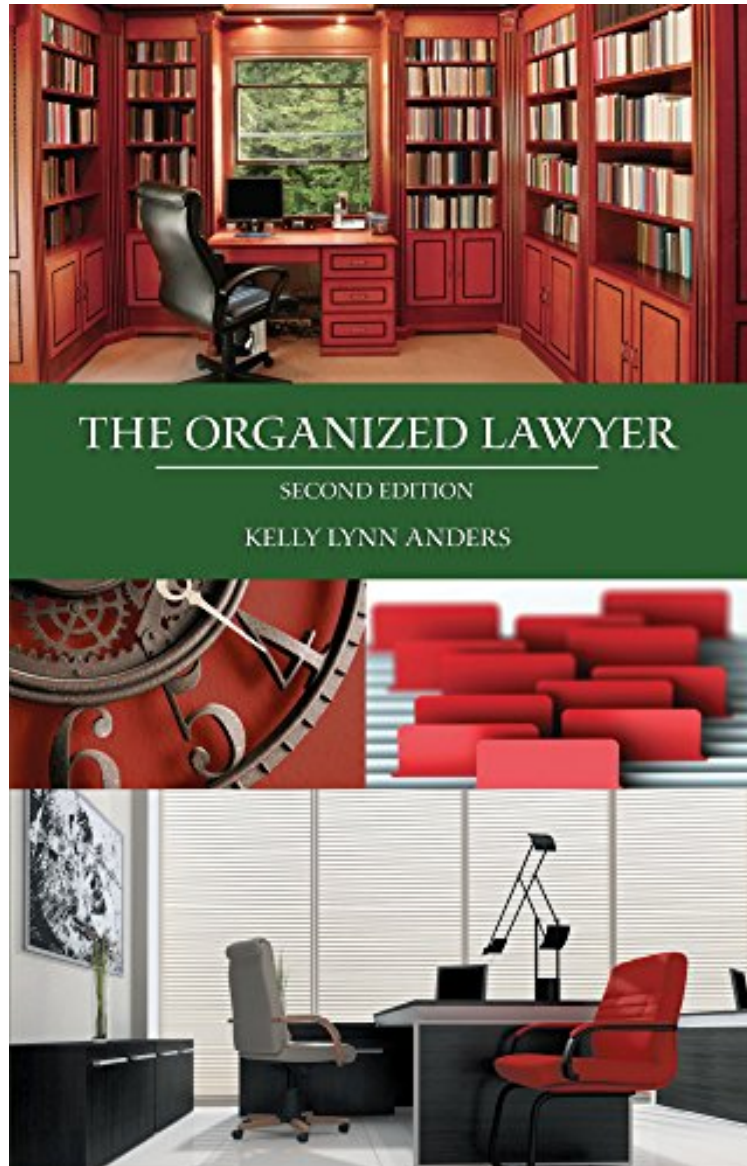


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## The Organized Lawyer, Second Edition

*Kelly Lynn Anders*

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**Kelly Lynn Anders : The Organized Lawyer, Second Edition** before purchasing it in order to gauge whether or not it would be worth my time, and all praised The Organized Lawyer, Second Edition:

10 of 11 people found the following review helpful. So Disappointed! By Elizabeth V. I bought this book hoping for a practical guide for setting up an organized office. For example, what are some good ways of organizing client files into subfolders? What are some good "tickler system" setups to make sure you are following up appropriately with client matters and not missing deadlines? What kinds of office policies should you have in place to help support staff stay organized in a consistent way? Be forewarned: this book contains NONE of that type of information. To say that

it is superficial is an understatement. It contains such gems of advice as the suggestions that you use attractively colored folders and organize folders by topic, keep proprietary information out of plain view, keep a notebook to record billables, and buy wooden hangers for your clothes! Really??? The first step I will take towards decluttering my office is to get rid of this book. Utter fluff. 2 of 2 people found the following review helpful. very useful  
By antonio Ormachea Antezana  
A good and simple guide for practicing law focusing in what a lawyer has to do everyday avoiding anxiety and stress. It tells very important topics since home and office organization and layout, professional attire and ethics. Recommended for those who are beginning their practice or are finishing their law studies. 22 of 25 people found the following review helpful. Merely scratches the surface  
By JS1234  
As a guide to organization, this book merely scratches the surface, and for individuals who are already at least somewhat organized, this book will provide little, if any, real guidance. While the author discusses topics ranging from organizational types to file management to office layout to personal appearance, none of these topics receive any in-depth treatment, and the book feels like a survey course in field of organization. For those struggling with clutter, this might be a helpful place for you to start, but you will certainly want to look further.

Organizational skills and professionalism go hand-in-hand, and the topic belongs in any course related to lawyering skills. Now in its second edition, this book addresses the organizational needs and challenges of modern lawyers and law students, and it includes fresh and useful tips for even the most seasoned practitioners. We each have an organizational type that dictates how we live among our things. With topics ranging from attorney attire and effective marketing to developing attractive and efficient workspaces in the office, at home, and on the go, *The Organized Lawyer* is an essential reference for lawyers at all levels. Praise for the First Edition  
More than just another book on how to get organized, Anders addresses all the professional needs of attorneys. *Library Journal*  
This book is a useful resource for attorneys interested in achieving a more organized and supportive work environment, and[,] as such, is an appropriate addition to any law library. *AALL Spectrum*  
Written in an engaging, conversational style, she presents a fresh approach to organization. *Court Review*  
Every chapter has at least one or two fresh ideas that even the most experienced and well-organized attorney can implement to improve his or her work space. *Colorado Lawyer*  
There are many useful tips and thought processes that can be used by any attorney, regardless of years in practice or size of firm. *Wisconsin Lawyer*

This book is a useful resource for attorneys interested in achieving a more organized and supportive work environment, and as such, is an appropriate addition to any law library *The Organized Lawyer* succeeds in reminding readers of the importance of maintaining an organized work environment and provides a general road map on the journey from clutter to order. *AALL Spectrum*  
Anders has put out one of the best books on organization for lawyers *Kansas Bar Journal* [*The Organized Lawyer*] is filled with step-by-step processes to make your workspace and, by extension, you, more efficient This is a short, pleasant read and set up so you can skip around (as Anders encourages the reader to do) to find the stuff that interests you. But, most of all, it makes you conscious of the need to be organized and stay organized so that you can work better. *Chicago Lawyer*  
Covering everything from making a better home out of one's office to keeping the book's balanced, using electronic devices, and more, *The Organized Lawyer* is strongly recommended for any lawyer who does more organization than actual work. *The Midwest Book*  
Every chapter has at least one or two fresh ideas that even the most experienced and well-organized attorney can implement to improve his or her work space. *The Colorado Lawyer* ...[T]here are many useful tips and thought processes that can be used by any attorney, regardless of years in practice or size of firm. Remember, even one tip that saves 10 minutes a day will add up to more than an extra 43 hours of time per year to do the things you want to do. *Wisconsin Lawyer*  
Wonderfully written, really chock full of great insights and practical tips. I will definitely refer to it in my CLE courses at the Swedish Bar Association. Thank you for a great and rewarding read. Jens Patrik Nsstrm  
About the Author  
Kelly Lynn Anders is the author of *The Organized Lawyer, Second Edition* (Carolina Academic Press, 2015), *Advocacy to Zealousness: Learning Lawyering Skills from Classic Films* (Carolina Academic Press, 2012) and *The Organized Lawyer* (Carolina Academic Press, 2009).