

Tips to Ignite: 30 Tips in 30 Minutes



Catherine Sanders Reach, MLIS

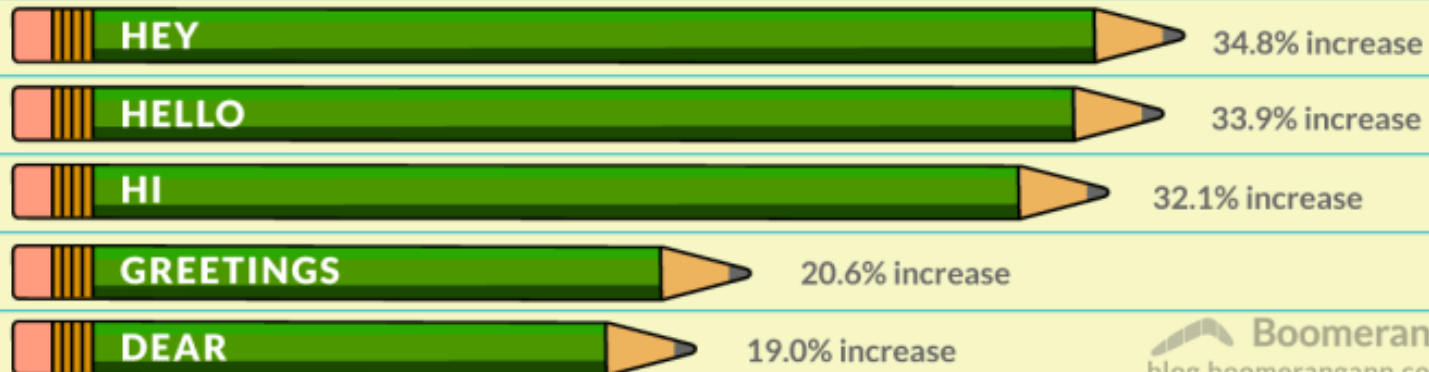
Director, Law Practice Management & Technology

The Chicago Bar Association

Hey, Hi, Hello

Most Effective Email Openings*

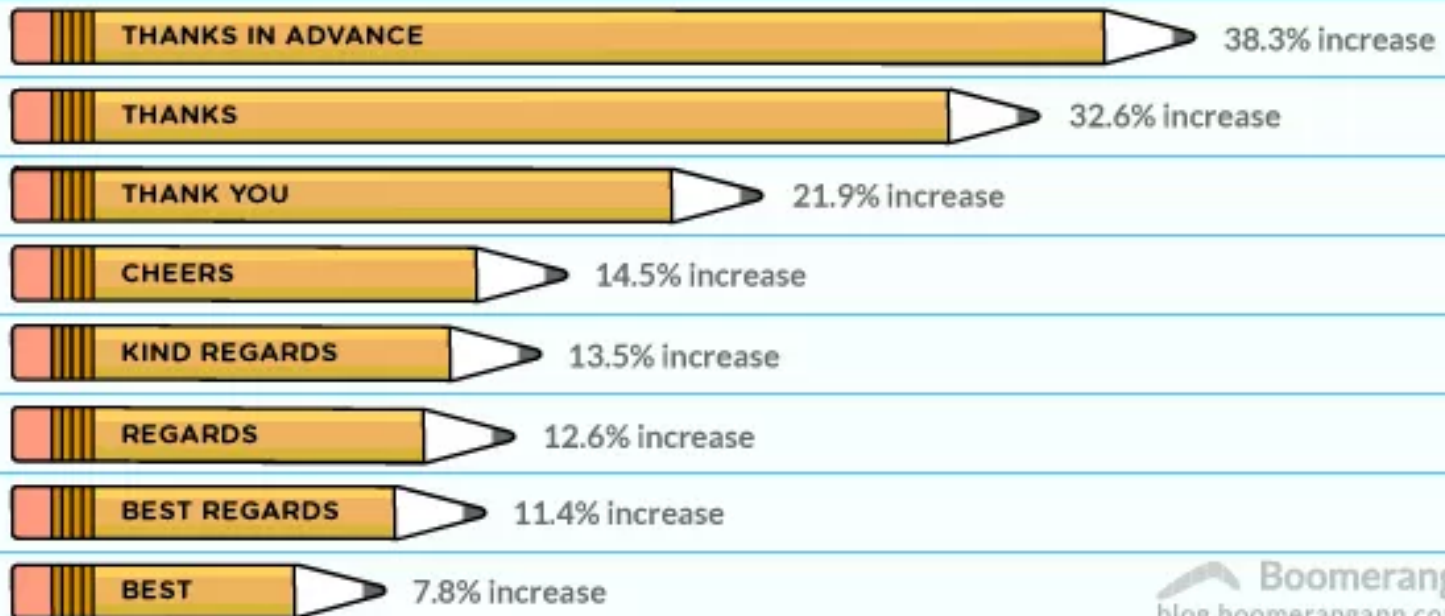
*Based on lift from average response rate of all emails in sample (47.5%)



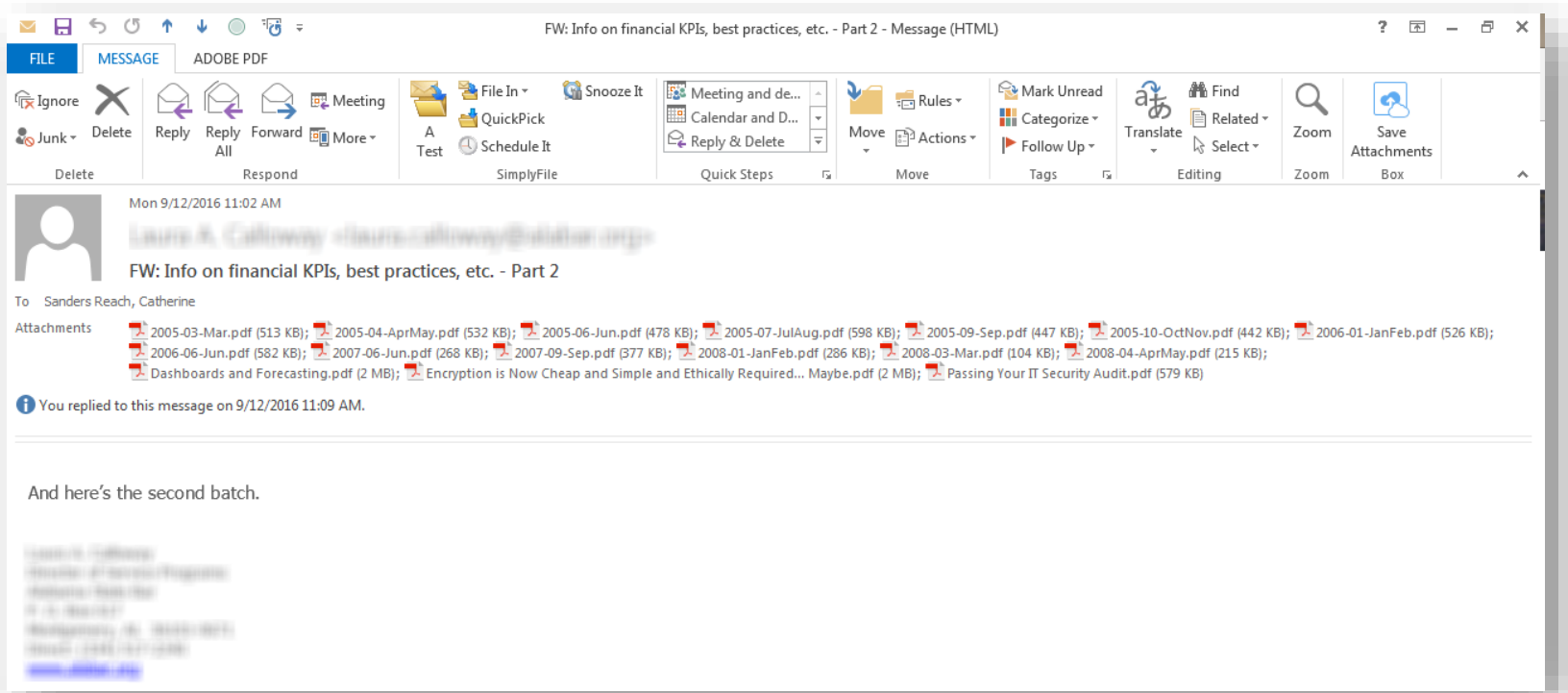
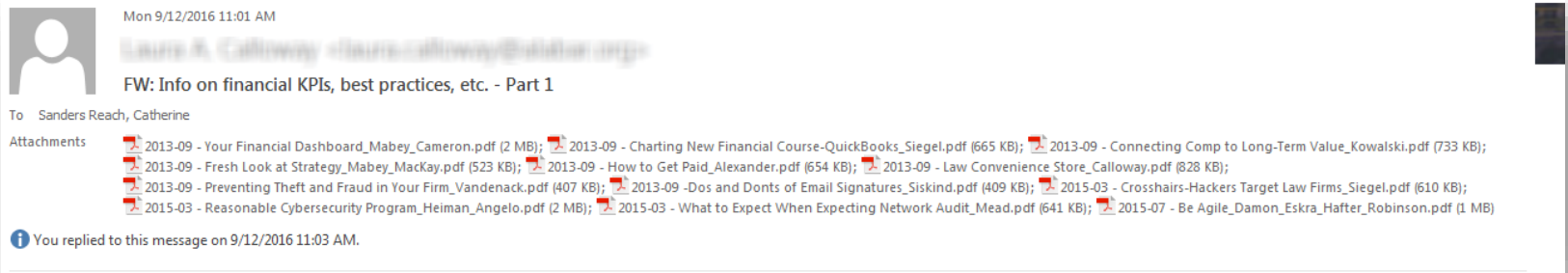
Get More Responses

Most Effective Email Closings*

*Based on lift from average response rate of all emails in sample (47.5%)

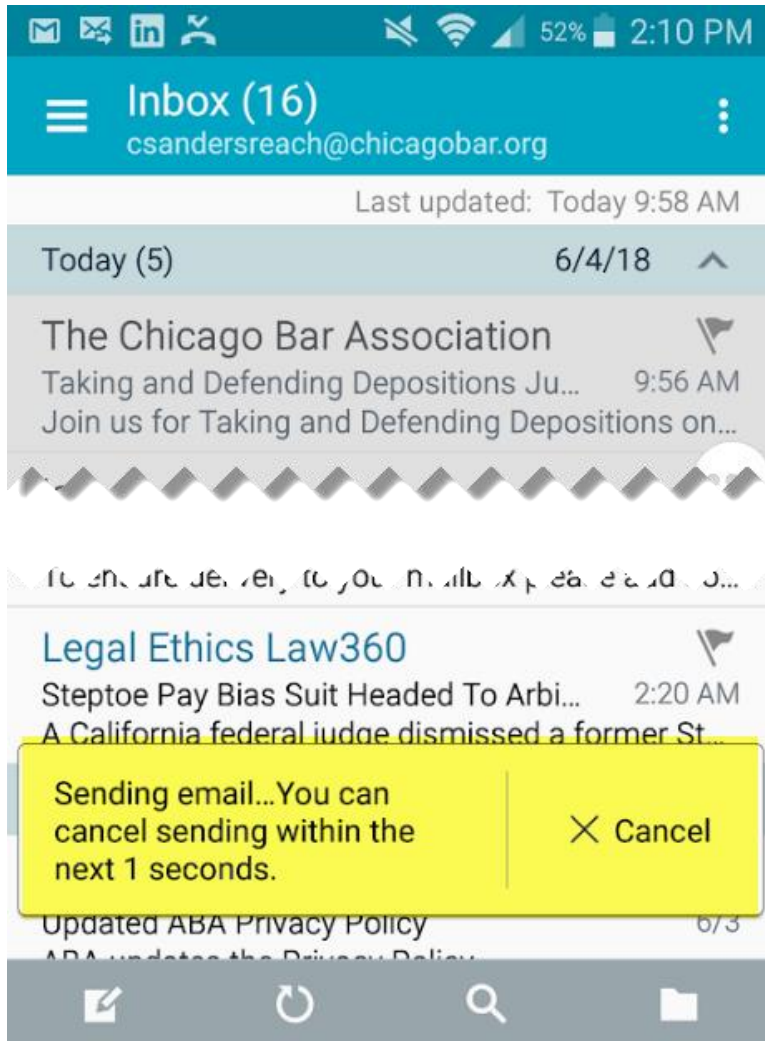


Stop Emailing Attachments!

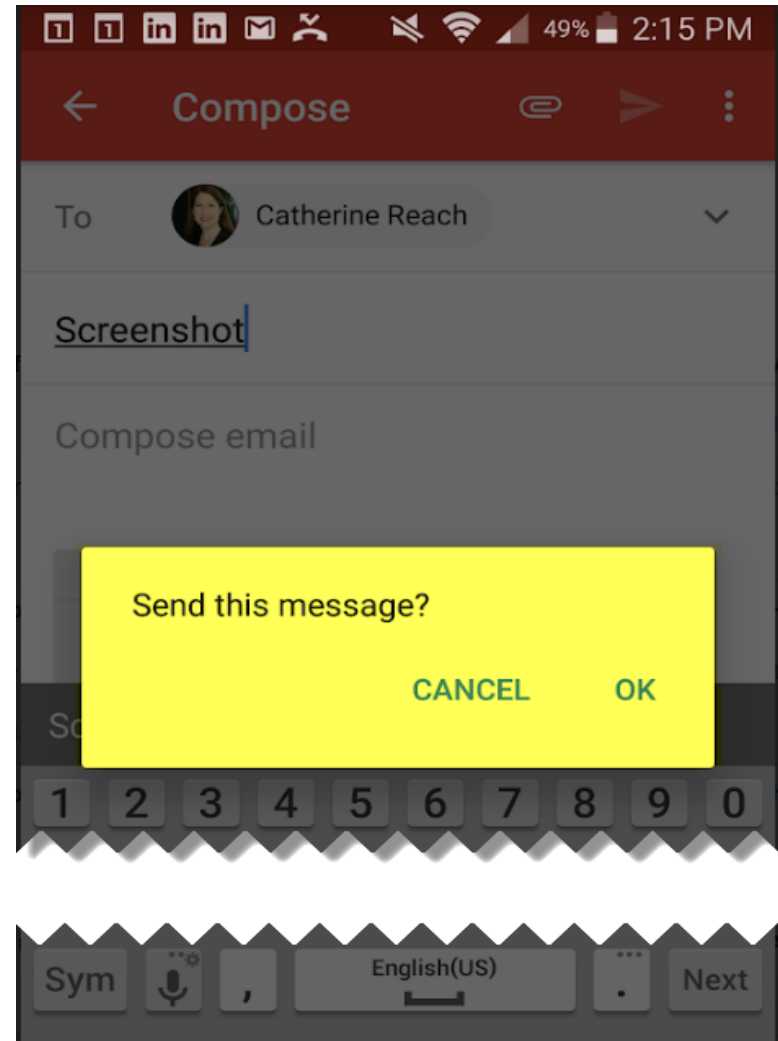


Reduce the Whoops (Email) on Your Phone


Android – Native Email App



Android and iPhone – Gmail



Reduce the Whoops (Email) – ReplytoSome


ReplyToSome

From James W. Glass

10 Recipients

No change to conversation

History

@bradleycomer.com
Bradley Comer

@bscichicago.com
BSCI - Joe Maher
BSCI - Jon Guenther
BSCI - Sisavanh Somchith

@chicagobar.org
Dudek, Carmella
Cellini, Mark
Cowart, Bertha
Liou, Dana
McMeen, Beth
Sanders Reach, Catherine

Cc

To


Cc

Cc

Cc

Cc

Cc



Thu 6/7/2018 12:25 PM
James W. Glass <jwglass@bscichicago.com>
Re: From JW - Event Payments Are Live

To Dudek, Carmella

Cc McMeen, Beth; Cellini, Mark; Sanders Reach, Catherine; BSCI - Jon Guenther

6/7/2018 12:24 PM jwglass@bscichicago.com Re: From JW - Event Payments Are Live

6/7/2018 11:57 AM cdudek@chicagobar.org RE: From JW - Event Payments Are Live

6/7/2018 11:09 AM bmcmeen@chicagobar.org RE: From JW - Event Payments Are Live

6/7/2018 9:19 AM jwglass@bscichicago.com From JW - Event Payments Are Live

On 6/7/2018 11:57 AM, Dudek, Carmella wrote:

JW,

I just got a call from women who tried to register for a p...
did the same thing click on the submit button and error

Carmella

Email to Text/Text to Email

Left Screenshot (Email):

To: Catherine Sanders Reach (7732200138@messaging.sprintpcs.com)

Subject: Email to Text

Here you go!

Catherine Sanders Reach
Director, Law Practice Management & Technology
The Chicago Bar Association
321 South Plymouth Court
Chicago, IL 60604

Want to request a meeting? [Here's my calendar link](#) to make finding ti

Phone: 312-554-2070
Csandersreach@chicagobar.org
www.chicagobar.org/lpmt

[in](#) [t](#) [f](#)

Middle Screenshot (Text Message):

From: Catherine Sanders Reach
csandersreach@chicagobar.org

text and back
Sending a text via email

Catherine Sanders Reach
Director, Law Practice Management
2:38 PM

Texting back from phone.
2:38 PM

Tue, 01/16/2018

Subject: Email to Text
Here you go!

Catherine Sanders Reach
Director, Law Practice Management & Technology
The Chicago Bar Ass
3:08 PM

Enter message

Right Screenshot (Email Interface):

FILE **MESSAGE** ADOBE PDF

Ignore X Delete Reply Reply Forward Meeting More

Junk Delete All Respond

Member Questions/Answers

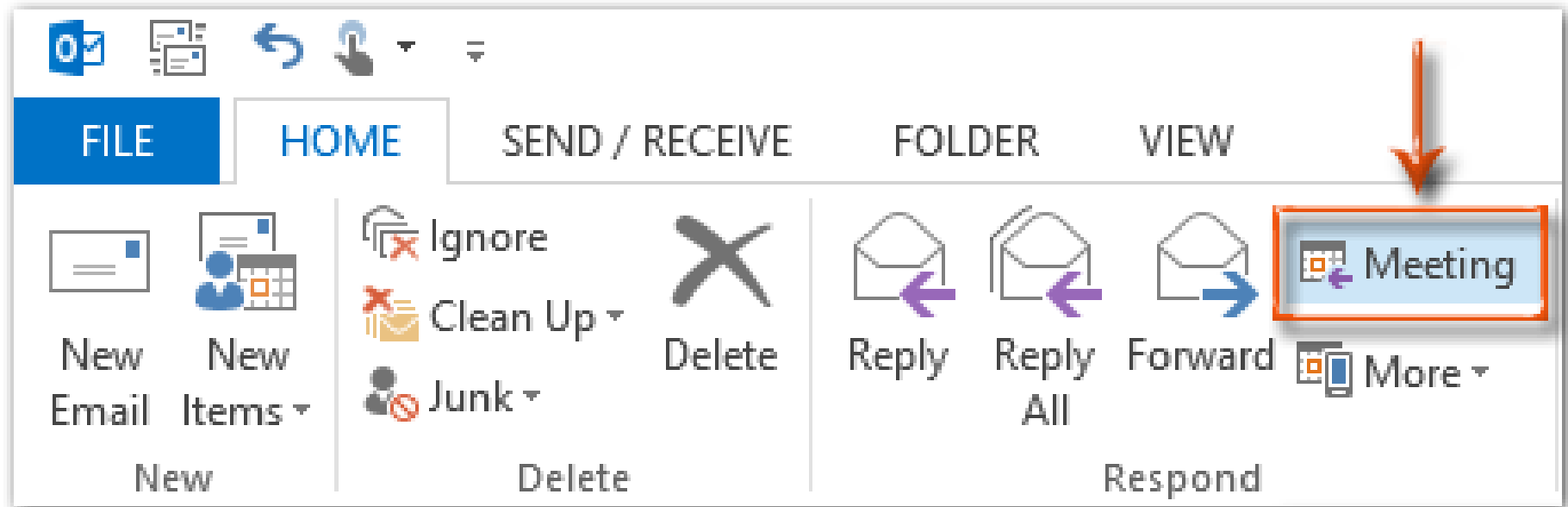
To: Sanders Reach, Catherine

7732200138@messaging.sprintpcs.com

Tue 1/16/2018 3:10 PM

And back again

Microsoft Outlook – Reply With Meeting



Follow Up!



Send Later



Boomerang this

Tomorrow morning ▼

if no reply ▼



Boomerang

Return Conversation to Inbox...



☐ if no reply

☐ with a note

In 1 hour

In 2 hours

In 4 hours

Tomorrow morning

Tomorrow afternoon

In 2 days

In 4 days

In 1 week

In 2 weeks

In 1 month

At a specific time:

Examples: "Monday 9am", "Dec 23"

6/29/2018 8:00 AM



Confirm

Fri, Jun 29, 2018 8:00 AM

Random time ▼

Evercontact – Turn Signature Blocks to Contacts

Outdated or missing contacts in your address book?

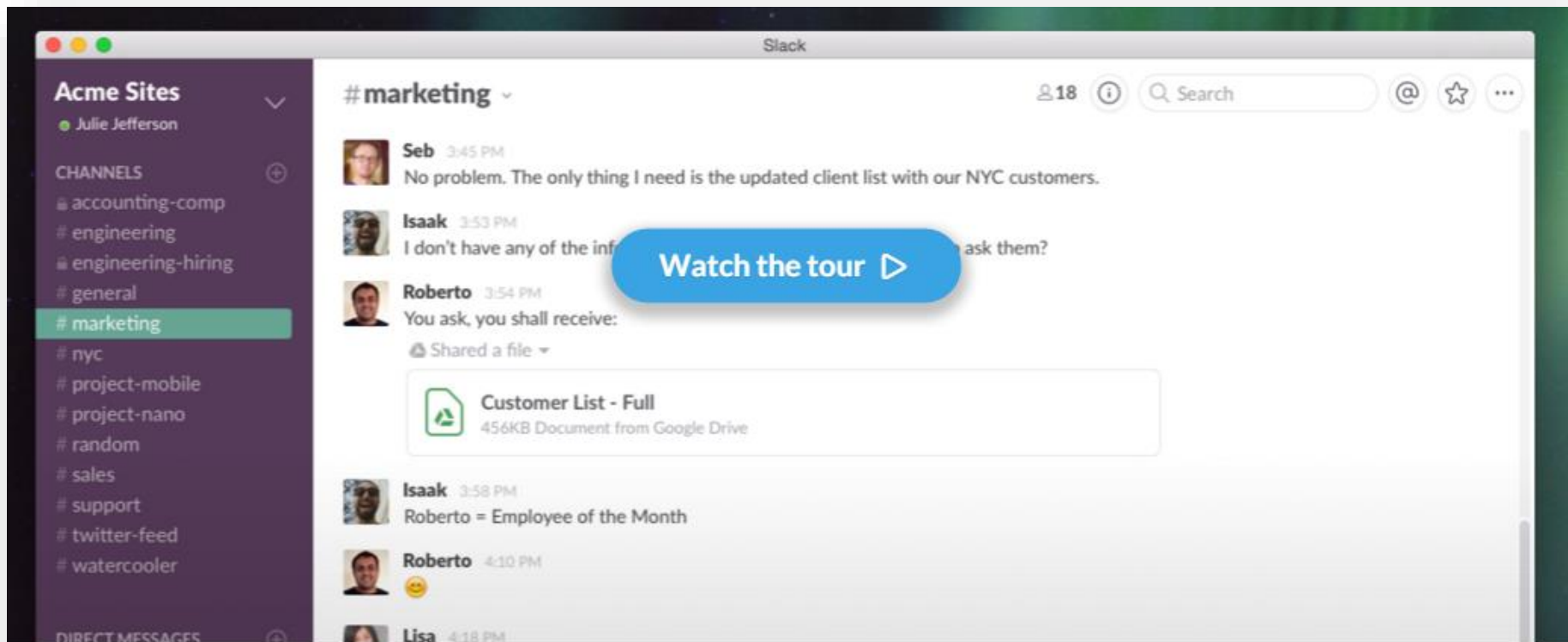
**Your Contacts Always
Up-To-Date Auto-Magically!**

[Start for Free Now >>](#)

[Find out more](#)



Slack – Better Than Email



**Team communication
for the 21st century.**

Calendly – Your Appointments Online

Select a Day

– TODAY –

< Thu Jul 12 Fri Jul 13 Mon Jul 16 Tue Jul 17 Wed Jul 18 Thu Jul 19 Fri Jul 20 >

unavailable

Consulting

🕒 12:00pm - Monday, July 16, 2018

🌐 Central Time - US & Canada

📍 The Chicago Bar Association

Enter Details

Full Name *

Your e-mail address *

Regarding:

Would you like to meet in person at the Chicago Bar Association *

☐ Yes

☐ No

☐ Other

Would you like to call in for the meeting?

☐ Yes

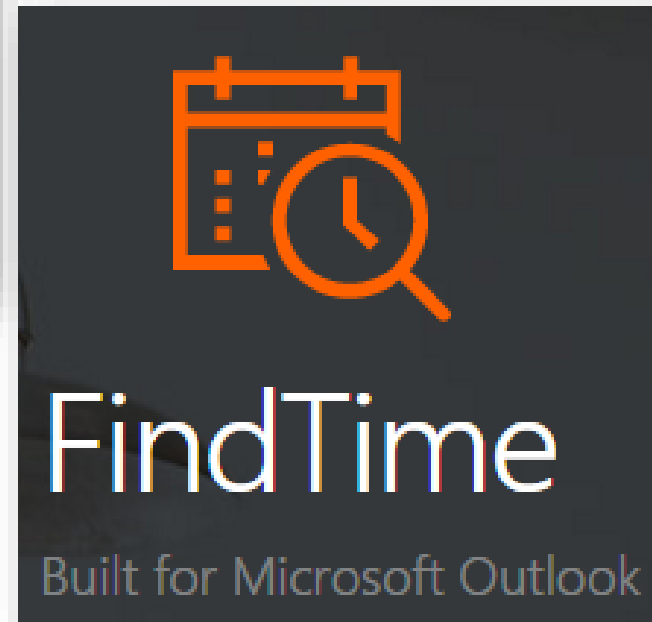
☐ No

Schedule Event

Initiate a Meeting with Doodle or FindTime

Volley with Victor

	11.12.13 (Wed) 19:00-21:00	13.12.13 (Fri) 19:00-21:00	18.12.13 (Wed) 19:00-21:00	20.12.13 (Fri) 19:00-21:00	25.12.13 (Wed) 19:00-21:00
Sarah	✓			✓	
Paul		✓		✓	
Jessica		✓	✓	✓	
Mike	✓			✓	✓
Ross				✓	
	2	2	1	5	1



Task Management - Asana

The screenshot displays the Asana web application interface. The left sidebar contains navigation links for 'My Favorites', 'Reports', 'Teams', and 'LPMT'. The main content area shows a project titled '01/23/18 How To Fearlessly Text wi...' with a dropdown menu for 'List', 'Conversations', 'Calendar', 'Progress', and 'Files'. The task list is organized into sections: 'Administrative/Planning:', 'Monday 3 Weeks in Advance:', 'Week Of:', 'Day Of:', and 'Post:'. Each section contains a list of tasks with checkboxes and due dates.

Administrative/Planning:

- ✓ Create event information to use for programming
- ✓ Create presentation materials

Monday 3 Weeks in Advance:

- ✓ Deadline to send Emily presentation materials for CLE credit review (Jan 2)
- ✓ Emily apply for PR credit (1 Jan 2 EA)

Week Of:

- ✓ Send materials to attendees 2 days before date of program (Jan 19)
- ✓ Upload materials to iMIS 2 days before date of program (Jan 19)
- ✓ Confirm whether or not program has been approved for CLE credit

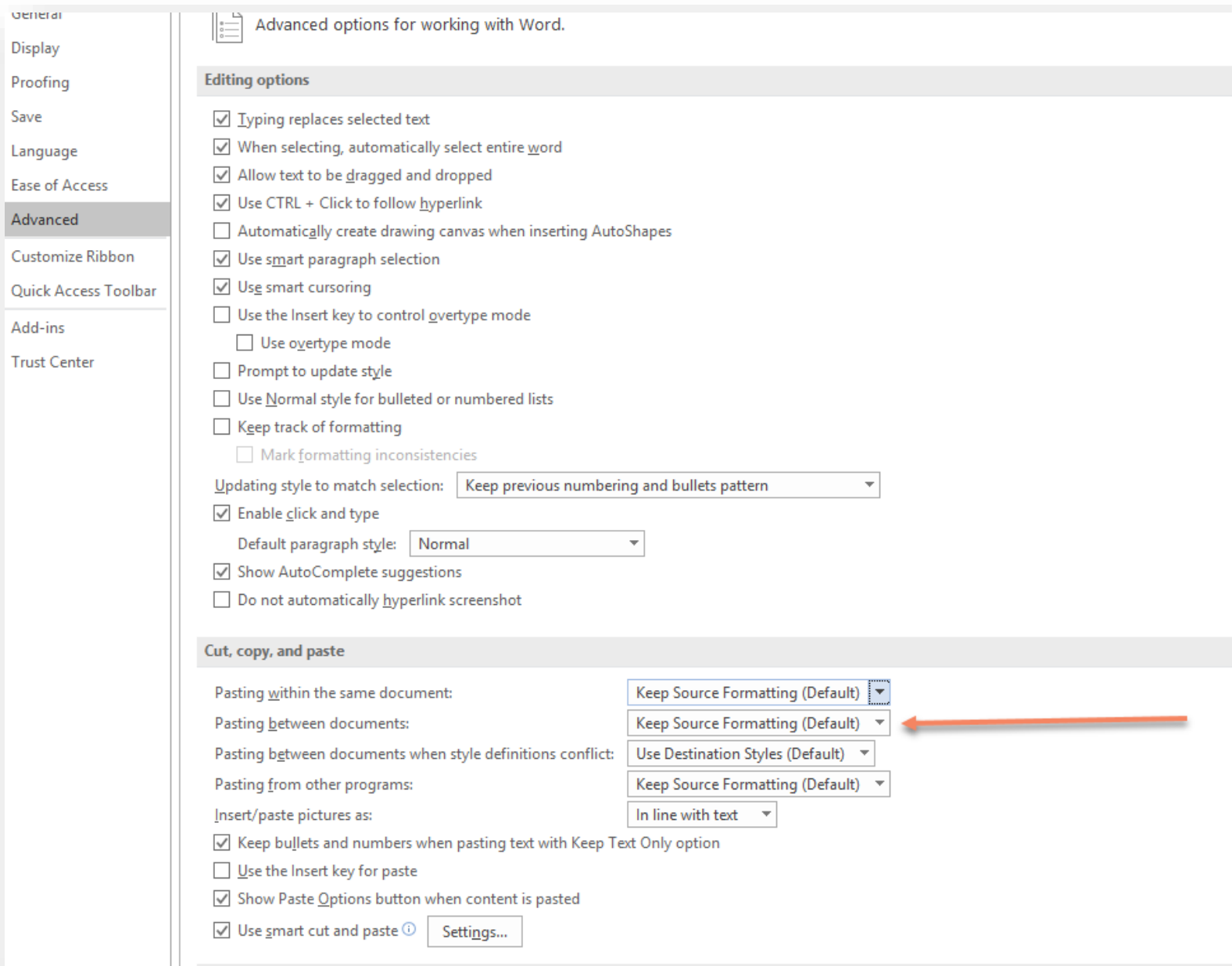
Day Of:

- ✓ Print off roster, evaluations, speaker release, and CLE certificates
- ✓ Set up room (TV, Join.Me, mics, Camtasia, iPad)
- ✓ PR Approval- (EA)

Post:

- ✓ Scan evaluations and save to Planning & Admin. folder
- ✓ Upload program materials to Google Drive
- ✓ Mark run time and give forms to Carmilla
- ✓ Produce Camtasia video
- ✓ Publish video on Vimeo and Wordpress

Change Default Paste Setting in MS Word



Protect a Portion of a Word Document

nent-Format.doc [Compatibility Mode] Profit_Loss_Statement20384.doc [Compatibility Mode] * x

MONTHLY PROFIT & LOSS STATEMENT
For Use By Businesses Operating Under Chapter 13
For Period Ending August 31, 2008
(Do not include expenses that are listed on Schedule J of your Bankruptcy Schedules)

INCOME		TOTALS
1. Gross Receipts or Sales		\$100000.00
2. Cost of Goods Sold		\$1500.00
a. Materials & Supplies \$ 500		
b. Labor Costs \$ 1000		
(Do not include wages paid to your employees)		
c. Other \$		
3. Gross Profit (subtract line 2 from line 1)		\$98500
4. Other Income		\$
Describe		
5. Gross Income (add lines 3 and 4)		\$98500
EXPENSES (do not list Chapter 13 payment)		
6. Monthly Payment for Business Property or Office Space (Rent or Lease)		\$500
Landlord's Name		
7. Employee Wages		\$1000
8. Employee Benefits		\$500
9. Equipment Lease Payment		\$500
10. Secured Debt Payment		\$0
11. Supplies (not included in 2a above)		\$0
12. Utilities		\$0
13. Telephone		\$100

Restrict Editing

1. Formatting restrictions

☐ Limit formatting to a selection of styles

Settings...

2. Editing restrictions

☒ Allow only this type of editing in the document:

No changes (Read only) ▼

Tracked changes
Comments
Filling in forms
No changes (Read only) and choose users who are allowed to freely edit them.

Groups:

☐ Everyone

More users...


3. Start enforcement


Are you ready to apply these settings? (You can turn them off later)


Yes, Start Enforcing Protection


Multi-Author Document Collaboration

Who has access

 Specific people can access [Change...](#)

 Catherine Reach (you) Is owner

 [View Profile](#) Can edit ×

 [View Profile](#)

Is owner

✓ Can edit

Can comment

Can view

Invite people:

Enter names or email addresses...

PowerPoint SmartArt Graphics

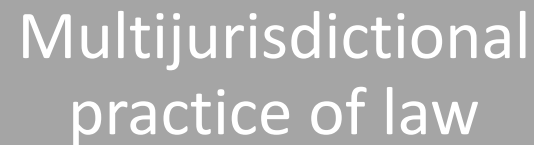
This?

- Unauthorized practice of law
- Multijurisdictional practice of law
- Multidisciplinary practice of law
- Fee sharing
- Advertising

Or This?



Unauthorized practice
of law



Multijurisdictional
practice of law



Multidisciplinary
practice of law



Fee sharing



Advertising

Google Forms for Client Feedback

The image shows the Google Forms editor interface. At the top, there is a purple header bar with a back arrow, the text 'Untitled form', and several icons (puzzle piece, palette, eye, gear) followed by a 'SEND' button and a user profile icon. Below the header, there are two tabs: 'QUESTIONS' (active) and 'RESPONSES'. The main content area is white and contains the form title 'Untitled form' and a 'Form description' field. Below this, there is a question titled 'Untitled Question' with a 'Multiple choice' type selector. The question has two options: 'Option 1' and 'Add option or ADD "OTHER"'. At the bottom of the question card, there are icons for duplicating, deleting, and a 'Required' toggle switch. On the right side, there is a vertical toolbar with icons for adding a new question, text, image, video, and section break. A help icon (?) is located in the bottom right corner.

← Untitled form

SEND

QUESTIONS RESPONSES

Untitled form

Form description

Untitled Question

Multiple choice

Option 1

Add option or ADD "OTHER"

Required

MailChimp for Email Marketing

Dashboard

Create Campaign



Get started



Import your list

Lists are where you store your contacts (we call them subscribers). Import your list to get started. [learn more](#)

Import Your List



Create and send a campaign

Campaigns are emails sent to subscribers in a list. Try your hand at email design by creating and sending a test campaign. [learn more](#)

Create A Campaign



Start building your audience

Signup forms let people subscribe to your list. When you create a list we'll automatically build a signup form to customize for your website, Facebook, iPad and more. [learn more](#)

Create A List



Invite your colleagues

Every MailChimp account can have multiple users, collaborating together to build campaigns, manage lists and analyze reports. Invite other people to join your account. [learn more](#)

Invite Users

Create an electronic copy of your signature

Sign and fax or efile
your documents
without ever printing
them.

A blue ink electronic signature, appearing to be a stylized cursive name, possibly "B. J. Smith", written on a white background.

See the tutorial



<https://www.youtube.com/watch?v=sBrfsVMN0GI>

Digitally Sign to Secure Acrobat


Sign with a Digital ID


Choose the Digital ID that you want to use for signing:

Refresh

  **Catherine Sanders Reach** (Digital ID file)
Issued by: Catherine Sanders Reach, Expires: 2023.03.13

[View Details](#)

 Signed and all signatures are valid.

 Signature Panel



MONTHLY PROFIT & LOSS STATEMENT

For Use By Businesses Operating Under Chapter 13

For Period Ending August 31 2008

(Do not include expenses that are listed on Schedule J of your Bankruptcy Schedules)

INCOME

- | |
|---|
| 1. Gross Receipts or Sales |
| 2. Cost of Goods Sold |
| a. Materials & Supplies |
| b. Labor Costs |
| c. Other |
| 3. Gross Profit (subtract line 2 from line 1) |
| 4. Other Income |
| Describe |

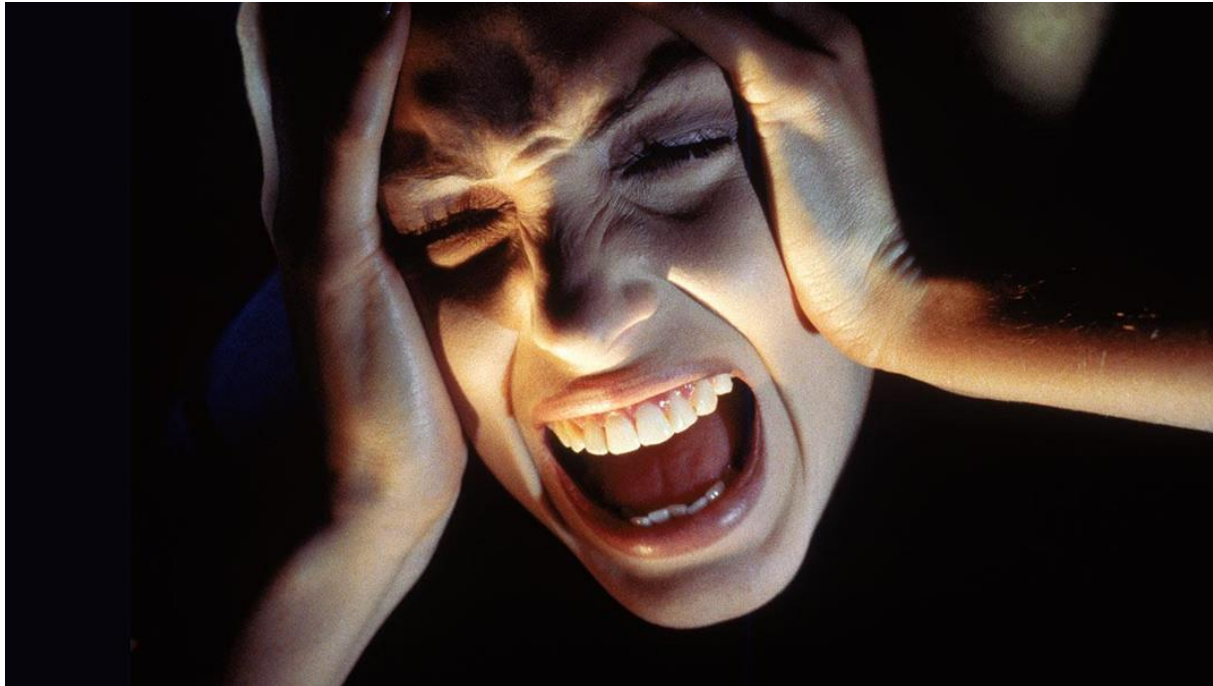
Adobe Acrobat



This document has been signed and can not be edited.

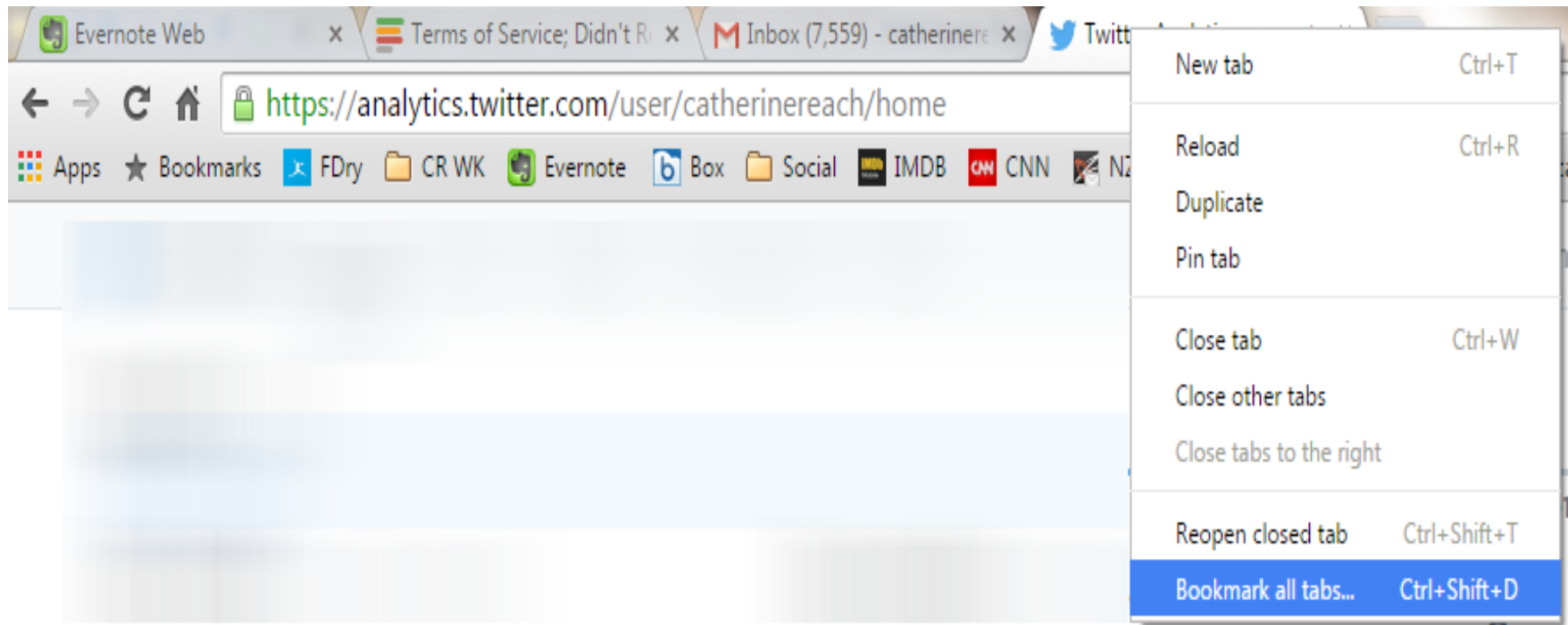
OK

Accidentally Close 25 Tabs?




Remember CTRL+SHIFT+T





Bookmark All Open Tabs



Social Media Search Engines

 Social Searcher

Search

 46.7K

Log in

Sign up

Home

Buzz

Pricing

Affiliate


API

Support


Blog


Trends


FAQ



Top Social Networks Search Results Dashboard


Search


☒

☐

☐

☐

☐

☐

Phrase search ("")

By putting double quotes around a set of words, you are telling Google Social Search to consider the exact words in that exact order without any change. For example, search

"Free Competitions UK"

will find only pages where this exact phrase is shared.

Terms you want to exclude (-)

Attaching a minus sign immediately before a word indicates that you do not want pages that contain this word to appear in your results. The minus sign should appear immediately before the word and should be preceded with a space. For example, query

Online Competitions Winners -USA

will exclude all references with "USA" word from the search results.

The OR operator

Google Social Search's default behavior is to consider all the words in a search. If you want to specifically allow either one of several words, you can use the OR operator (note that you have to type 'OR' in ALL CAPS). For example, query

Competitions OR Compers News

will give you results about either one of these words.

Feedly – Current Awareness Captured

The screenshot displays the Feedly application interface. At the top, a list of articles is visible, including "Bill Cosby's wife calls DA 'heinously and exploitively ambitious' after he announces retrial plans" and "Morning Docket: 06.19.17 * Hot on the heels of the news that Amazon would be purchasing Whole Foods, legal nerds v". The article "Three Tech Tools to Help Your Law Firm Hire the Right People" is highlighted in yellow. A red circle highlights the sharing icons (star, Twitter, LinkedIn, Email, etc.) for this article. Below the article list, the detailed view of "Three Tech Tools to Help Your Law Firm Hire the Right People" is shown. The article is by Garrett May, published 6 hours ago. A sharing menu is open, displaying options: Buffer, Custom Sharing, Facebook, GooglePlus, Instapaper, OneNote, Pocket, and Personalize. The article text begins with "The employment process can be a grueling experience, often requiring and HR departments to review hundreds of resumes to find the perfect of hiring the wrong employee can be costly when one considers the wa training and disciplining the bad hire, disputing unemployment claims termination suits. Fortunately, technology makes it easier than ever to vet potential employees."

ABA Journal Top... 4 Bill Cosby's wife calls DA 'heinously and exploitively ambitious' after he announces retrial plans Bill Cosby's wife 5h

Above the Law 10 Morning Docket: 06.19.17 * Hot on the heels of the news that Amazon would be purchasing Whole Foods, legal nerds v 5h

Law Technology... 4 Three Tech Tools to Help Your Law Firm Hire the Right People The employ 6h ☆ ☆ Twitter LinkedIn Email 7h

Lawyeris... Gallagher People fail the bar exam be they d 7h

ABA Jou... Dwayne D. Woodruff is all about the challeng 12h

ABA Jou... en before Samantha Licata attended any classe 16h

PMA Pip... your computer vulnerable. Keep your systems pa 2d

Three Tech Tools to Help Your Law Firm Hire the Right People

4 Law Technology Today by Garrett May / 6h // keep unread // hide

Bookmark ☆ Comment Link Email Facebook LinkedIn Twitter WordPress

NOTES

Add note

The employment process can be a grueling experience, often requiring and HR departments to review hundreds of resumes to find the perfect of hiring the wrong employee can be costly when one considers the wa training and disciplining the bad hire, disputing unemployment claims termination suits.

Fortunately, technology makes it easier than ever to vet potential employees.

- Buffer
- Custom Sharing
- Facebook
- GooglePlus
- Instapaper
- OneNote
- Pocket
- Personalize

Is Your Website Responsive?



Script Timer – For Short Remarks

Script timer



Today's lawyers face an array of electronic information tools. We've moved beyond the basics to a universe of information now available on the Internet. But what's needed to cope with that information is an understanding of strengths and limitations, of realities and myths, and a recognition that both today and for the foreseeable future lawyers will exist with a multiplicity of tools, conventional print, and web-based resources. The information that lawyers will need is not always available free of charge. Understanding where to spend your dollars on research and information is critical.

LEGAL RESEARCH ON THE 'NET

When using the Internet to conduct free legal research it is best to use focused legal research sites to start the project. Even then, the user must be aware of accuracy, authority, and whether the resource is up-to-date. Some of the best online legal research resources provide pathfinders or bibliographies to help the research get started. Always remember the mnemonic from the American

Spoken words per second

3.1

Estimated time to read script

2:00

Time yourself reading this script

Start

Add Social Links to Your Signature Block



Catherine Reach

Director, [LPMT](#), The Chicago Bar Association

312 554 2070 | csandersreach@chicagobar.org |

lpmt.chicagobar.org | 321 S Plymouth Court



IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

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Director, Law Practice Management & Technology

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Phone: 312-554-2070

Csandersreach@chicagobar.org

www.chicagobar.org/lpmt

Follow me @catherinereach

www.linkedin.com/in/catherinereach

Hootsuite



Hootsuite for Enterprise

Products

Plans

Dashboard

Sign Out

Schedule. Manage. Measure.

Get the world's #1 platform for managing social media.

Plans & Pricing		Free	Pro	Enterprise
			— 30 day free trial —	
		For: Personal Use, Casual Enthusiast	For: Small Businesses, Social Media Professionals & Consultants (from \$9.99/month)	For: Businesses, Organizations, Agencies & Governments
		Current Plan	Start Your 30-Day Free Trial	Get Started Now
Social Profiles	?	Up to 3	50 included*	Unlimited
Enhanced Analytics Reports	?	Basic	1 included*	Unlimited
Message Scheduling	?	Basic	Advanced	Unlimited
Team Members	?	None	1 included*	Up to 500,000
Campaigns	?	2 included	2 included, up to 8*	Up to 18*
App Integrations	?	Basic	Basic	Unlimited
RSS	?	Up to 2	Unlimited	Unlimited

Portable Charger/Power Bank



powerstation USB-C XXL

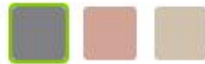
Newest MacBooks and devices with
USB-C or USB-A connectors



\$149.95



3 COLORS



powerstation XL

Smartphones, Tablets & USB Devices



\$69.95



2 COLORS



powerstation plus XL

Smartphones, Tablets & USB Devices



\$99.95



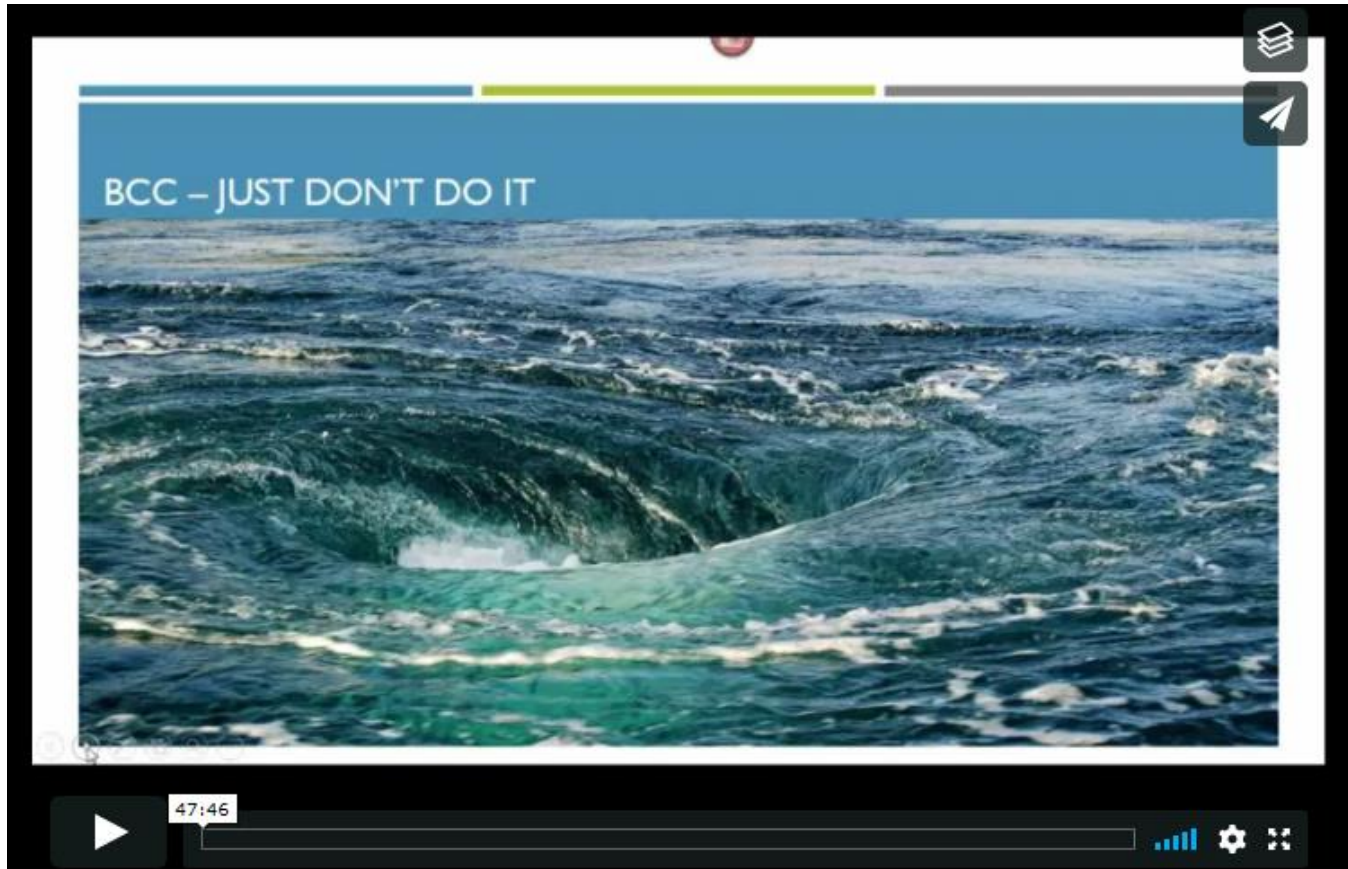
charge force powerstation

mophie charge force cases, iPhone X,
iPhone 8, iPhone 8 Plus & other
wireless-charging smartphones



\$99.95

Bonus Tip: Free How To... LPMT Videos for Your Members!



<https://lpmt.chicagobar.org>

Catherine Sanders Reach
Law Practice Management & Technology
The Chicago Bar Association
312-554-2070
www.chicagobar.org/lpmt
csandersreach@chicagobar.org
@catherinereach