

## Summer School with WSBA: Session 2 – Organizational Tools



### ORIGINAL PROGRAM DATE

July 11, 2025

### AVAILABLE MEDIA TYPES

Video & Audio MP3

### REPORTING YOUR CREDIT

This on-demand seminar was originally presented as a live webcast on July 11, 2025, in Seattle, WA. If you attended the live webcast and reported CLE credits, you cannot also report credits from watching or listening to this recording if repeated within your three-year reporting period.

### DESCRIPTION

Summer School is now in session on-demand! The Summer School with WSBA is a three-part series focused on different and crucial aspects of office management. Session 2 of this series focuses on your organization, in both senses of the word: order and team.

Begin by learning how you can bring order to your work and best use two organizational tools in the Microsoft Office suite: OneNote and ToDo. Then, learn how to bring and keep good support staff on your team.

### AGENDA

#### 1 **Organizational Tools: Creating Digital Sanity: Part I - OneNote**

The world of law is ever-changing and while you may know what is coming in the next hour, it may all go sideways within 5 minutes. Whether you work for yourself or with hundreds of other attorneys, technology can change a chaotic day into a manageable one. This course is designed to introduce two Microsoft applications: To Do and OneNote. Learn how these tools offer powerful ways to gain control over your day and keep your notes organized and easily accessible. Say goodbye to overwhelm and hello to digital sanity with this live demonstration.

*Dua Abudiab - Washington State Bar Association, Seattle, WA*

#### 2 **Organizational Tools: Creating Digital Sanity: Part II - ToDo**

The world of law is ever-changing and while you may know what is coming in the next hour, it may all go sideways within 5 minutes. Whether you work for yourself or with hundreds of other attorneys, technology can change a chaotic day into a manageable one. This course is designed to introduce two Microsoft applications: To Do and OneNote. Learn how these tools offer powerful ways to gain control over your day and keep your notes organized and easily accessible. Say goodbye to overwhelm and hello to digital sanity with this live demonstration.

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### 3 **Building a Strong Law Firm Culture: Attracting, Retaining & Empowering Talent**

How does your law firm culture reflect your values? We'll examine how evolving workplace values—like inclusivity, flexibility, and collaboration—impact recruitment, retention, and overall firm success. Attendees will gain insight into the shift from traditional hierarchical models to people-centered environments and learn practical strategies to create a workplace where top talent thrives and diverse voices are heard. A strong culture shapes how teams collaborate, how clients are served, and how the firm is perceived in the legal community. It's the foundation of long-term success and attracts the right talent, building a lasting reputation.

*Amanda Dubois - Dubois Levias Law Group, Seattle, WA*

*Molly Ashe — Dubois Levias Law Group, Seattle, WA*