

Tips, Traps, and Resources

HOW TO VIDEOS

The PLF now offers short “how to” videos on practice management topics. Our practice management advisors provide step-by-step instructions on each topic. Here is an overview of recent postings:

- How to Create a Transparent Personal Electronic Signature
- How to Create a Pleading Template in Word
- How to Use Quick Steps in Outlook
- How to Use the Signature Function in Outlook

To view the videos, go to www.osbplf.org > CLE > Past.

FAMILY LAW

Going through a divorce is among life’s most difficult experiences. Terry Donahe and Jim Corbeau have identified the top “Financial Mistakes Divorcees Make,” which was originally published in the OSB Family Law Newsletter in December 2017. The article is posted on the PLF website at www.osbplf.org > Practice Management > Publications > *inBrief* > May 2018.

PMA BLOG

In case you missed it, here is what the PLF’s Practice Management Advisors have been blogging about on *inPractice* since the start of 2018: setting achievable goals for the new year; is Microsoft Office 365 a good bet for 2018?; business planning for your practice; managing our time, managing ourselves; five tips to better billing; data hoarding: a potential risk for law firms; and lawyers as supervisors. Click here to read any of the blog posts or to subscribe to *inPractice*: <https://www.osbplf.org/inpractice>.

OREGON ESERVICE CLE

Law practice management consultant Beverly Michaelis will present “Oregon eService CLE” on June 6, 2018, from 10:00 to 11:15 a.m. This live, online webinar is open to experts and novices alike. The cost is \$25.00 For more information and to register, go to <https://oregonlawpracticemanagement.com/2018/04/30/oregon-eservice-cle>.