

February 8, 2027

NOON TO 1:00 PM

VIA ZOOM

Live Webinar

EVERYTHING IS URGENT! MANAGING DEADLINES, COMPETING PRIORITIES & THE LEGAL WORKLOAD

LPI Members \$25
Non-Members \$55

Last Day to Register:
February 1, 2027

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Legal Professionals Incorporated is an approved provider and certifies that this program is approved for minimum continuing legal education (MCLE) credit in the amount of 1.0 hour by the State Bar of California.

Webinar Overview

When everything feels urgent, how do you decide what truly comes first? Legal professionals routinely balance court deadlines, competing attorney requests, client needs, unexpected interruptions, and an ever-growing workload—all while knowing that something important cannot be allowed to fall through the cracks.

This practical program explores strategies for triaging assignments, evaluating urgency and consequences, managing competing priorities, communicating when demands collide, and staying ahead of the work before today's task becomes tomorrow's emergency. We'll also share real-world techniques experienced legal professionals use to manage the workload, protect critical deadlines, and keep the work moving when everything seems to be Priority No. 1.

About the Speaker

Lynne is LPI's Legal Education Instructor, with over 40 years' experience as a legal professional. She teaches courses at both the intermediate and advanced levels and conducts legal training for LPI in specialty practice areas.



Lynne Prescott, CCLS

This Webinar is Designed for:

- Legal support professionals
- Litigation assistants and paralegals
- Attorneys
- Law office administrators
- Law students and emerging legal professionals