

PRESIDENT'S MESSAGE

By Karen Lemmon, JD, CLM

ISSUE XLVII

September/October 2018



Ah, the dog days of summer . . . The kids are going back to school, people are coming back from vacation refreshed and ready to get back to work, and electricity bills are skyrocketing

thanks to this glorious humidity that we're not used to.

Now that we're getting back to business, it's time to get back to your personal journey to Rise Up! Did you take a break from CLM study over the summer? Put off that big technology migration project? Say that once September came that you'd start going to the gym after dropping the kids off at school on the way to work?

Whatever your goal, it's time to jumpstart back into action! Take some time to reset and reorganize your priorities and time. All of us have heavy demands on our time between our careers and our lives away from the office. It's easy to get our priorities skewed in this age of email on our phones and 24/7 remote access to the office.

Make a list of the things you'd like to accomplish between now and the end of the year/end of October/end of whenever. Organize it and decide what is a must, what is a want, and what is a dream. Make sure that all of your musts get done most of your wants get done, but also make sure that you get some of your dreams as well.

And make sure that you include some "me time" in your schedule! We all know that burning the candle on both ends means that there isn't any candle left . . .

So how do you set out to do this? Follow the advice of many personal coaches:

1. Set goals that motivate you.
2. Set SMART goals.
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Time Bound
3. Write the goals down in positive language – will, not might.
4. Make an action plan – write out the steps and cross them off as you accomplish them.
5. Stick with your plan.

And in this age of divisiveness and social rancor, make sure to include one more goal in your plan: *be kind*. It's amazing what one little phrase can do to change the world . . .

Rise Up with ALA!

FEATURES

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"Be the change you want to see in the world"

- Mahatma Ghani



The ALA Job Bank is a great place to post for talented managers and staff!

For more information and to submit job postings, please contact:

STEPHEN WILLIAMSON
(858) 314-2770
SDWilliamson@mintz.com

Visit the San Diego ALA website to see what's new!

<http://www.sandiegoala.org/category/jobs/>



Gain more from your membership and get involved in 2018!

Dear Chapter Members:

Do you want more out of your membership? Would you like to network with like minds? How many times have you been faced with an issue where "no one else understands" and you could use a group of peers to consult?

Then take the opportunity to get involved in the SD Chapter in whatever capacity you are comfortable.

Let's work together to make our Chapter the best it can be!

All my best,
Karen Lemmon, JD, CLM
President 2018-2019

Take advantage of the resources at SANDIEGOALA.ORG, and stay Connected with ALA!





Time Management is a Waste of Time

By Lance Breger, Executive Wellness Coach & Founder of Infinity Wellness Partners

'I have TOO much time!', said nobody ever.

Time...it is by far the most common excuse for why professionals do not exercise, stretch, get to bed on time, eat good food, take breaks, and follow through on positive actions to reach their body, health, and life goals.

Do you also find it hard managing time?

For now, you should! But that may be about to change with a simple change in your perspective on time management.

When clients ask me about improving time management I start by sharing a powerfully true statement by Earl Nightingale, **'Time can't be managed, only activities can be'**. Time manages itself, we are the ones not managing the activities we engage in during our 24 hours. For example, the average person watches *4.7 hours of television per day* - so we have time people! What would we find out if I followed you around all day with a stopwatch and tracked your activities?

For the past 21-consecutive days, I've been doing two 30-minute sessions of meditation. This is HUGE for me because 21 days ago, I believed the story I created that I never had enough time to have a daily

seated meditation practice. Funny, now I can barely remember what I did with that hour in my day! The biggest key to managing your activities to fit in the things you want to do is find a deep motivation. I found mine after spending a weekend doing two 30-minute meditation sessions at the Chopra Center founded by Deepak Chopra. I was finally ready to make meditation part of my daily life.

But where the heck was I going to get an extra hour?! I certainly didn't want to throw off my sleep schedule by waking up earlier or staying up later...so somehow I had to create time within the workday.

Here are five steps that I not only preach, but practice to reach my goal:

1. Categorize 'Must, Should, & Would Like To'

One of the best ways to prioritize your activities is to make three categories in your to-do list:

- *Must* - activities/tasks that must get done ASAP or today
- *Should* - activities/tasks that should be completed, but can wait at least until the *Must* are complete or a later point
- *Would Like To* - activities/tasks that are lowest on the priority list that have a longer deadline if any deadline

The majority of professionals are investing way too much of their day on *Would Like To* activities which provide an instant gratification, but it mismanages their daily activities and time.

2. Think It, Ink It

In the excellent book, The Greatness Guide author Robin Sharma has a chapter titled, 'Your Schedule Doesn't Lie'. I don't have to guess what activities are important to you, I just need to take a quick look at your schedule! If an activity you want to do (i.e. exercising, meditating, eating lunch) is not physically listed on your calendar the likelihood of you actually

Cont. on Page 4

doing it is slim at best. If you think it, you must *ink it* onto your schedule. Only move the activity if you have a contingency plan or if you are replacing it with something that equally moves you toward your goals.

3. Hardest First

Similar to a workout, it's best to do the most demanding *Must* activities and projects first while your energy, focus, and willpower are the highest. Most professionals are doing all their *Would Like To* and *Should* items first and wait until the end of the day for the much heavier and more complex *Must* items. This not only leads to a worse performance on the highest priority projects, but you're less efficient which leads to another late night on the computer or you have to finish the next day which puts you further behind the ball!

4. Remove Parasitic Activities, Commitments & Relationships

There is commonly an infestation of time parasites sucking up your limited resources that can be modified if not totally eliminated. Take a good, honest look at your calendar. Search for and destroy all activities, commitments, meetings, and/or relationships that are no longer serving you and your personal and professional goals. Do you really need to be on another Board? Can you be more effective with 20-30 minute meetings? Would one TV show be enough on a weeknight? Cut the time suck!

5. Delegate

Most professionals try to shoulder the weight of the world and do it all by themselves, but it's clear that isn't working judging on the rates of depression, divorce, obesity, and pain. One of my clients uses the question of 'Who can help?' to lower his stress on the job. As humans we thrive in tribes, not in isolation so ask a virtual assistant,

co-worker, neighbor, supervisor, spouse, friend, or family member (even children) to help.

Two great recent client examples of effective delegating were: A) using a food delivery service not only helped her family eat more healthfully, but it reduced clean up time allowing her to get to bed at a better hour and B) using a house cleaning service to open up his weekends for more socializing and exercise. Think about it, if it takes you 3 hours to clean your home and your hourly rate is \$100/hours, you will double your money, reduce stress, and increase time by investing \$150 (\$50/hour) to have a professional cleaner.

Get Self Managing

I'll let you in on a little secret, this article isn't about time or activity management at all... it's about *self*-management. I want to reinforce my very first point, that to effectively manage your day with the five steps listed above it will take something that lights a fire in your belly. I didn't create more time in my schedule and manage my activities for *meditation*... I did it for what I believe the act of meditation will give me, my life and my legacy.

So don't tell me what you want more time to *do*, but what you want to *be*.

The clock is ticking...

Lance Breger is an Executive Wellness Coach and the Founder of Infinity Wellness Partners, a comprehensive corporate wellness company that prepares executives and organizations for the most productive and healthy work-life. Lance has led online/on-site training programs for thousands of professionals through his company's four pillars of wellness: fitness, nutrition, mind/body and ergonomics.

Lance is also a Master Instructor for the American Council on Exercise and the recipient of the IDEA Health & Fitness Association Program Director of the Year award. Contact Lance for coaching, consulting and speaking at: lbreger@infinitywellnesspartners.com



MEMBERSHIP NEWS

MEMBERSHIP REPORT JULY/AUGUST 2018

By Katya Adams

Current National Members: 71

Current Chapter Members: 69

New Members

Prospective Members

Kristine Custodio
Senior Paralegal/Business Development Director
Butterfield Schechter LLP

Louie Perez
Senior Legal Analyst
Pillsbury Winthrop Shaw Pittman LLP

Diem Do
Law Office Manager
City Attorney's Office

Elizabeth Carazolez
Operations Manager
Antonyan Miranda

Olivia J. Sugiura
Controller
Global Legal Law Firm

Patty R. Marshall
Firm Administrator
Paul, Plevin, Sullivan & Connaughton LLP

**Know someone who should be a member of ALA?
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For more information and to participate in the program, please contact:



KATYA ADAMS
(858) 246-8701
kadams@watkinsfirm.com

Visit the San Diego ALA website to see what's new!
<http://www.sandiegoala.org/>

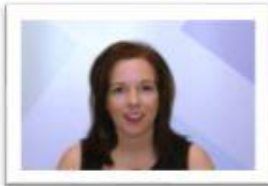
BUSINESS PARTNER SPOTLIGHT

Silver Sandcastle Representative Spotlight:



Cassie Galiskis | Area Operations Manager, Professional Staffing

Cassie Galiskis supports Eastridge's professional staffing divisions in San Diego and directly leads Eastridge Legal. Prior to joining Eastridge Legal, Cassie was a Supervising Paralegal at a boutique law firm in La Jolla. Cassie earned her bachelor's degree from San Diego State University where she was a coxswain on the rowing team, in addition to her paralegal certificate from the University of San Diego.



Abigail Parente | Recruiting Manager

Abigail Parente is in her 14th year at Eastridge Legal. She is known for excellence and delivering results on contingent searches and temporary projects for highly-skilled legal professionals. Ms. Parente is an adjunct professor at University of California, San Diego Extension where she lectures on resume writing and paralegal career development. She earned a B.A. degree from the University of Scranton and a paralegal certificate and master's degree from the University of San Diego.



Maddison Shannon | Legal Recruiter

Maddison Shannon is a Legal Recruiter for Eastridge Legal and partners with law firms and corporate legal departments to provide full cycle legal recruitment. She is a University of San Diego alum in both undergraduate and paralegal studies and spent some time as a litigation paralegal before transitioning to the recruiting industry. With a background in customer service and experience as a paralegal, she makes an ideal business partner to assist with any legal staffing needs.



Heidi Hegewald, JD | Legal Recruiter

Heidi is new to both San Diego and the legal recruiting profession. After practicing litigation in Seattle for two years, she is now utilizing her legal experience to assist law firms and legal professionals in finding their ideal employment fit. Heidi has already been able to make a candidate for clients and candidates alike and is excited to grow in the legal recruiting profession at Eastridge.

Eastridge Legal supports law firms and corporate legal departments by providing specialized recruitment solutions. Our industry experts specialize in legal staffing and the formulation of teams for legal projects.

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BUSINESS PARTNER SPOTLIGHT



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BUSINESS PARTNER SPOTLIGHT



Silver Sand Castle Sponsor Rep. Spotlight:



Kathy Gershwind | Branch Director

Robert Half Legal, the premier provider of highly skilled legal professionals, including lawyers, paralegals and legal support personnel, for law firms and corporate legal departments. Kathy oversees the legal staffing, recruitment and business development operations throughout the San Diego area. She joined the company in 2012 and has held various leadership roles since that time throughout the Seattle and Bay Area markets.

Robert Half Legal has enjoyed a long-standing partnership with the Association of Legal Administrators (ALA). We have worked closely with the San Diego chapter for more than 10 years. And as a business partner of ALA, we have formed great relationships with many members across the country. As a result, we have built a strong customer base and have expanded our visibility among loyal ALA members. They call upon us for their legal staffing needs and we aim to serve as a resource for information on legal hiring trends – both locally and nationally. Finally, ALA is a tremendous resource for the legal community. As a legal staffing firm, our goal is to provide our clients with immediate access to highly skilled legal talent and our partnership with the ALA allows us the opportunity to meet top-shelf legal administrators who help us to achieve that goal.

For more information, please visit: www.roberthalf.com/legal or contact the San Diego team: (619) 234-3181.

Silver Sand Castle Sponsor Rep. Spotlight:



Eric J. Watkins | Account Executive

Eric J. Watkins has been working in the litigation support field for over 25 years. He is the Regional Manager of First Legal's San Diego branch. Eric oversees over 40 employees and is responsible for hiring, training and supervising. He excels in conflict resolution and customer service both internally and across the legal and corporate environments. This role allows him to combine his passion for sales and operations as he oversees his team and manages over 200 accounts.

First Legal is the nation's largest Litigation Support Service provider – offering complete File through Trial™ solutions. First Legal's services range from basic messenger and courier services to Attorney Services, Investigations, eDiscovery, Records Retrieval and Deposition & Transcription Services.

To learn more please visit www.firstlegal.com or contact Eric Watkins at ewatkins@firstlegal.com - (619) 315-9065.

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ASSOCIATION OF LEGAL ADMINISTRATORS
SAN DIEGO CHAPTER

SAVE THE DATES

Upcoming Monthly Membership Meetings
RSVP: Kristin DeGroot at kdegroot@wingertlaw.com

BOARD MEETING. . . SEPTEMBER 11, 2018
12:00 – 1:30

COUTURE FOR A CAUSE. . . SEPTEMBER 12, 2018
6:00-9:00 P.M. – NATURAL HISTORY MUSEUM
1788 EL PRADO, SAN DIEGO

BUSINESS PARTNER APPRECIATION LUNCHEON. . . SEPTEMBER 18, 2018
11:45 -1:15 - DOUBLETREE MISSION VALLEY

BOARD MEETING...OCTOBER 9, 2018
12:00 – 1:30

MANAGING PARTNER LUNCHEON. . . OCTOBER 16, 2018
11:45 -1:15

REGIONAL LEGAL MANAGEMENT CONFERENCE. . . OCTOBER 16, 2018
October 18-20, 2018 – Austin, Texas

COUTURE FOR A CAUSE

This is a wonderful event which ALA in conjunction with the local legal community is hosting as an annual fundraiser for two San Diego-based children's charities. Click [here](#) for the sponsorship opportunities package. Should you have questions or need any additional information, please contact Lauren Bloodworth, 619.231.1422 x 1864 or Lauren.Bloodworth@kts-law.com

In addition to the opportunity to sponsor, you can contribute an item to the silent auction that accompanies the fashion show. Please inquire if your company is able to support Couture for a Cause. This is undoubtedly a prime marketing event with significant exposure considering the associations involved.

You Are Cordially Invited to an Evening of Food and Fashion at The

11th Annual

COUTURE FOR A CAUSE



Benefiting



SEPTEMBER 12, 2018 | 6PM-9PM
Natural History Museum
1788 El Prado San Diego

Click [HERE](#) for Sponsorship Opportunities!

Tickets
Single Ticket: \$55
Bundle of 8 Tickets: \$400

Please join us for an evening of fashion, silent auction and FUN-draising organized by your local legal professionals.











The Association of Legal Administrators Foundation is a registered 501(c)(3) organization and all of your donations are tax deductible. EIN: 33-0015653.
<http://www.coutureforacause-sd.org/>

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**Please download the new
[Business Partner Directory.](#)**



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HEALTH & WELLNESS

What difference could an extra hour of sleep make in your life? Maybe quite a lot, some experts say. Studies show that the gap between getting just enough sleep and getting too little sleep may cause health problems. So, if you're getting less than the recommended seven or eight hours of sleep a night, here are some reasons that you should shut down your computer, turn off the lights and go to bed an hour early tonight:

- Better Health
- Less Pain
- Lower Risk of Injury
- Better Mood
- Better Weight Control
- Clearer Thinking
- Stronger Immunity
- Better Memory

You can create a “toolbox” of relaxing bedtime rituals to help you unwind before sleep. For example:

- Read a book or magazine by a soft light
- Take a warm bath
- Listen to soft music
- Do some easy stretches
- Listen to books on tape
- Make simple preparations for the next day
- Turn off your electronics an hour before bed (yes, cell phones too)

The Mandate E-Newsletter questions?
Interested in advertising?
Want to contribute an article?

Please contact:
Monica Reisner, Editor
mreisner@daleyheft.com

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info@sandiegoala.org



Editor's Corner

Did you know?

Ronald Reagan was the first person to drive across the Coronado Bridge when it opened in 1969.