The SUCCESSFUL LAWYER

Powerful Strategies for Transforming Your Practice

Second Edition

Gerald A Riskin
With a Foreword by
David H. Maister

"Well argued and exceptionally practical." - Tom Peters

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Nickolas James, Rachael Field, Jackson Walkden-Brown

The Successful Lawyer Gerald Riskin, 2005 This comprehensive and inspirational book explains how a lawyer can transform his or her life into a more exciting fulfilling and profitable one by taking control of his or her destiny Riskin goes beyond simple concept or theory and delivers a book packed with concrete advice that lawyers can put to work right away

The Law Firm Associate's Guide to Personal Marketing and Selling Skills Catherine Alman MacDonagh, Beth Marie Cuzzone, 2007 This first volume in the Law Firm Associates Development Series focuses on personal marketing and sales skills and will cover these topics building a practice how to create a personal marketing plan how to find people within a target market how to prepare for a prospective client meeting strategies when meeting with clients how to ask for business how to use the end of a matter as a marketing opportunity how to retain clients and how to effectively network inside and outside the firm Both authors currently work as Directors of Business Development in law firms where their responsibilities include extensive in house coaching and training of attorneys at all levels In this guidebook they share their best advice and instruction compiled from their own experience as well as from that of many industry thought leaders The Lawyer's Guide to Collaboration Tools and Technologies Dennis M. Kennedy, Tom Mighell, 2008 This first of its kind legal guide showcases how to use the latest Web based and software technologies such as Web 2 0 Google tools Microsoft Office and Acrobat to work collaboratively and more efficiently on projects with colleagues clients co counsel and even opposing counsel The book provides a wealth of information useful to lawyers who are just beginning to try collaboration tools as well as tips and techniques for those lawyers with intermediate and advanced collaboration experience The 2009 Solo and Small Firm Legal Technology Guide Sharon D. Nelson, John W. Simek, Michael C. Maschke, 2009 Making Partner John R. Sapp, 2006 This concise resource offers useful practical advice about establishing goals fitting into the firm culture getting recognized focusing on client relations marketing one s abilities and the firm s expertise and other innovative ways to succeed in making partner Any law firm associate or law student interested in learning what it takes to become a partner will find this newly revised guidebook invaluable Ambitious young lawyers will turn to this insightful resource to help them formulate a step by step plan and be their guide for personal decisions and actions within their firm The Lawver's Guide to Microsoft Outlook 2007 Ben M. Schorr, 2008 Outlook is the most used application in Microsoft Office but are you using it to your greatest advantage The Lawyer's Guide to Microsoft Outlook 2007 is the only guide written specifically for lawyers to help you be more productive more efficient and more successful More than just email Outlook is also a powerful task contact and scheduling manager that will improve your practice From helping you log and track phone calls meetings and correspondence to archiving closed case material in one easy to store location this book unlocks the secrets of underappreciated features that you will use every day Written in plain language by a twenty year veteran of law office technology and ABA member you ll find Tips and tricks to effectively transfer information between all components of the

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