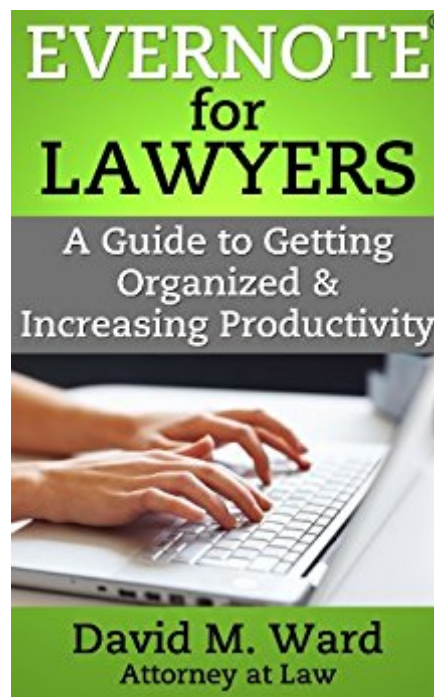




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Evernote For Lawyers: A Guide To Getting Organized & Increasing Productivity (Law Practice Management Book 1)



Synopsis

Do you have too much information in your life? Do you spend too much time organizing lists instead of getting things done? I used to be that way. Not anymore. Today, I use Evernote to organize the information in my work and personal life and I am more organized and more productive than ever. I use Evernote to store all of my notes and documents. I use it for research and writing. I use it for marketing. Evernote is my filing cabinet and my personal assistant. I always know where everything is and I always know exactly what I need to do. I also found a way to use David Allen's Getting Things Done (GTD) methodology (my version of it, anyway) to manage all of my projects and tasks. I'll show you my complete task management system using nothing but Evernote in Chapter 4. If you love Evernote and want to get the most out of it, Evernote for lawyers will show you how. You'll finally be able to gain control of all of the information and paperwork in your life and organize and prioritize everything so you get the most important things done. Sincerely, David M. Ward, Esq. Author of Evernote for Lawyers <http://attorneymarketing.com>

WHAT PEOPLE ARE SAYING. . .

"Any busy lawyer who is looking for ways to get better organized and more efficient needs to read and put to use the organizational tips and tools found in *Evernote for Lawyers*. I especially enjoyed Chapter 6 entitled, *Managing Client Files and Documents*. In fact, after reading David's book, I immediately upgraded my Evernote account to premium and begin the process of switching over to his recommended system." I've known David for many years and have enjoyed implementing his programs into our busy practice. As someone who practiced law for many years, he is without question one of the top lawyer marketing experts in the business. I value his legal insight and expertise when it comes to managing and marketing our practice." Jon Mitch • Jackson 2009 Orange County Trial Lawyer of the Year 2013 California Trial Lawyer of the Year

"What I really like about David's book is that while it's written for lawyers, there are so many nuggets of wisdom on how to use Evernote effectively and how to be more productive and efficient in your daily life. I highly recommend the book. It's a great read!" Daniel Gold, Esq. Author of *Evernote: The Unofficial Guide to Capturing Everything & Getting Things Done*

"Just finished your book – thank you very much. As a financial advisor I thought (for two seconds) it might not benefit me. But as we are both dealing with tasks and clients I knew I would learn a lot. I took several pages of notes and it has helped to reshape how I plan my day." Roland Greco Scranton, PA

"In 90 pages, Ward packs a ton of great ideas for managing email, clients, documents, and other resources in Evernote. While I know a lot about Evernote from a technology point of view, Ward really explains how to leverage it in a business sense. . . If you are fan of Evernote, you are going to really enjoy this book." Stan Skrabut

"Your book is awesome. It makes

Evernote work great and I use just about every tip you give. I need to go re-read it though. Keep up the good work."Todd Whatley, Esq.

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Customer Reviews

A nice primer on how to use evernote which would apply to more than just lawyers. However, as a practicing attorney, I would have liked more examples of file set up in terms of using notebook system or tagging system.

It's okay, well written, covers many topics, although I miss more detailed descriptions of his notebook and tags setup. His website states credit card is a payment option but at the checkout the only option is paypal. Only available on Kindle, which is ok for me since epub generally are ugly.

Evernote is intuitive but this book helps understand how to manage large projects effectively...tips have helped me manage a very large volume of genealogy research similar to a lawyer managing multiple law cases with lots of internal documents for each case

Extremely helpful. I've been an Evernote user for some years. David Ward's book gives very practical advice for using Evernote as an organizing tool.

Helped me learn what I need to know to make Evernote useful and productive.

Useful even if you never used Evernote before. Can be read in a couple of hours. Good reference section at the end

As a practicing attorney who also uses David Allen's GTD system of Getting Things Done, I found the suggestions and system modifications that the author makes to be quite useful. While not adopting them in full, I have taken some and applied them to my implementation of the GTD method. He also describes how he uses Evernote in many ways useful to some attorneys, even to the point of approaching a paperless office. And his discussion of the security issues and the excellent search capabilities were enlightening. Recommended for my colleagues who are using Evernote and/or the GTD system to improve their practices and stay on top of their work load.

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