

## SUMMER SCHOOL WITH WSBA >

# Productivity Power Hour



**THURSDAY, JULY 10, 2025**

**Approved for 1.0 Other CLE credit.**

\$79 - Standard

\$69 - New Members\*

**Washington State Bar Association**

1325 Fourth Ave., Suite 600

Seattle, WA 98101

The Summer School with WSBA series is comprised of three

installments: [25580WEB](#),

[25581WEB](#), and [25582WEB](#). You can

purchase an individual session or

the entire series can be purchased

at the discounted price of \$159

(Standard) or \$129 (New Members).

## DESCRIPTION

Summer School is in session! Take one, two or all three installments focused on different and crucial aspects of office management. Session #1 focuses on productivity, providing smart and realistic strategies. Learn when and how to automize tasks, time management skills, and task prioritization tips.

### FACULTY

**Margeaux Green** - Washington State Bar Association, Seattle

**Adely Ruiz** - Washington State Bar Association, Seattle

## SCHEDULE

**8:40 a.m. > Webcast Log-In Opens**

**8:55 a.m. > Welcome and Introductions**

- **Sally Romero** - Washington State Bar Association, Seattle

**9:00 a.m. > Productivity Power Hour**

**60 minutes, 1.0 credits Other**

Struggling to keep up with your workload while maintaining your well-being? Adely Ruiz from Member Wellness and Margeaux Green, Practice Management Advisor, both from the Washington State Bar Association, will present innovative ways to boost productivity by using practical strategies and effective tools. This session will highlight techniques for automating tasks, managing time effectively, prioritizing tasks, and promoting overall productivity. Attendees will leave with a toolkit of strategies to enhance their productivity and well-being.

- **Margeaux Green** - Washington State Bar Association, Seattle
- **Adely Ruiz** - Washington State Bar Association, Seattle

**10:00 a.m. > Adjourn • Complete Online Evaluations**

### DAY 1

**THURSDAY,  
JULY 10, 2025**

**Summer School  
with WSBA**

**Productivity Power  
Hour**

1.0 Other CLE credit

### DAY 2

**FRIDAY,  
JULY 11, 2025**

**Summer School  
with WSBA**

**Organizational Tools**

2.25 Other CLE credits

### DAY 3

**TUESDAY,  
JULY 15, 2025**

**Summer School  
with WSBA**

**Cybersecurity  
for Law  
Firms**

1.0 Other CLE credit

## Summer School with WSBA > Productivity Power Hour

Thursday, July 10, 2025 • #25580 WEB

### REGISTRATION

Please fill out the registration form and mail to WSBA seven business days prior to the program. To register online, go to [www.wsba.org](http://www.wsba.org) and enter 25580 in the search box. For your security, do not email or fax credit card information.

First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Last Name \_\_\_\_\_

WSBA No: \_\_\_\_\_ Firm/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

If special accommodations are needed, please email [cle@wsba.org](mailto:cle@wsba.org) or call toll-free at 1-800-945-9722.

☐ Please omit my name from the networking list made available to exhibitors and/or attendees.

#### PAYMENT INFORMATION

☐ **#25580 WEB,  
attend online 7/10/25**

☐ \$79.00 - Standard

☐ \$69.00 - New Member\*

*\*New members who have been admitted to practice in Washington for fewer than 5 years are eligible to receive the discounted tuition.*

*\*\*The entire three-part series can be purchased at the discounted price of \$159.00 (Standard) or \$129.00 (New Members) if you register for all three seminars in the same order.*

☐ **Check enclosed payable to WSBA**

☐ **Visa**

☐ **MasterCard**

☐ **AmEx**

Card No. \_\_\_\_\_

Cardholder Name (print) \_\_\_\_\_

Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

*Registrations received less than 48 hours before a seminar are not guaranteed a coursebook or other presentation materials on-site.*

#### Seminar Registration Transfers, Refunds and Cancellations

In most circumstances, if you cannot attend the live event, we can transfer your registration to the on-demand product, once available (8-10 weeks from the program delivery date). Generally, for webcast/ webinar registrations, tuition fees may be refunded, less \$25 for processing, for written cancellations postmarked, emailed, or faxed up to the start of the event. For in-person registrations, tuition fees may be refunded, less \$25 for processing, for written cancellations postmarked, emailed, or faxed by 5 p.m. up to three business days before the event. No refunds will be provided after the dates specified. You may also send a substitute in lieu of canceling. *When applicable, specific exceptions to these policies will be noted on individual event registration pages.* Please email [cle@wsba.org](mailto:cle@wsba.org) with any requests or questions.

**ONLINE >** Go to [www.wsba.org](http://www.wsba.org) and enter **25580** in the search box. Payment by credit card.

**PHONE >** Call **800-945-9722** or **206-443-9722** with credit card and registration/order form in hand. Our service provider will charge you a separate, non-refundable transaction fee of 2.5% on all bank card transactions.

**MAIL >** Please fill out this registration form and mail to WSBA seven business days prior to the program along with your check payable to WSBA. Credit card payments by mail or fax are no longer accepted.