



ENCORE PRESENTATION: Summer School 2025

THURSDAY, JUNE 11, 2026

Approved for 4.25 Other CLE credits.

\$159 - Standard/Non-Section Members

\$129 - New Members*

Washington State Bar Association

1325 Fourth Ave., Suite 600 | Seattle, WA 98101

WEBCAST
ONLY

DESCRIPTION

Summer School is in session! This seminar focuses on distinct and crucial aspects of office management.

Presentation #1 focuses on productivity, providing smart and realistic strategies. Learn when and how to automate tasks, time management skills, and task prioritization tips. Presentation #2 focuses on your organization and how you can bring order to your work using the Microsoft Office suite: OneNote and ToDo. Presentation #3 focuses on cybersecurity practices every legal professional should know. Learn practical steps to manage risk, protect client data, and respond effectively to cyber incidents.

This is an encore presentation of programs originally broadcast on July 10, 11, and 15, 2025. Please note that per APR 11(c)(2) a lawyer, LLLT, or LPO may not receive credit more than once for an identical activity taken within the same reporting period. If you have any questions, please contact MCLE at mcle@wsba.org.

FACULTY

Margeaux Green - Washington State Bar Association, Seattle

Adely Ruiz - Washington State Bar Association, Seattle

Dua Abudiab - Washington State Bar Association, Seattle

Amanda Dubois - Dubois Levias Law Group, Seattle

Jake Bernstein - K&L Gates LLP, Seattle

SCHEDULE

12:40 p.m. > Webcast Log-In Opens

12:55 p.m. > Welcome and Introductions

- **Jennifer Holderman** - Washington State Bar Association, Seattle

1:00 p.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

2:00 p.m. > Organizational Tools:

Creating Digital Sanity: Part I - OneNote

60 minutes, 1.0 credits Other

The world of law is ever-changing and while you may know what is coming in the next hour, it may all go sideways within 5 minutes. Whether you work for yourself or with hundreds of other attorneys, technology can change a chaotic day into a manageable one. This course is designed to introduce two Microsoft applications: To Do and OneNote. Learn how these tools offer powerful ways to gain control over your day and keep your notes organized and easily accessible. Say goodbye to overwhelm and hello to digital sanity with this live demonstration.

- **Dua Abudiab** - Washington State Bar Association, Seattle

3:00 p.m. > BREAK

3:15 p.m. > Organizational Tools:

Creating Digital Sanity: Part II - ToDo

30 minutes, 0.5 credits Other

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- **Dua Abudiab** - Washington State Bar Association, Seattle

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WSBA CLE #26584 WEB

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Amanda Dubois - *Dubois Levias Law Group, Seattle*

Jake Bernstein - *K&L Gates LLP, Seattle*

SCHEDULE

3:45 p.m. > Building a Strong Law Firm Culture: Attracting, Retaining & Empowering Talent

45 minutes, 0.75 credits Other

How does your law firm culture reflect your values? We'll examine how evolving workplace values—like inclusivity, flexibility, and collaboration—impact recruitment, retention, and overall firm success. Attendees will gain insight into the shift from traditional hierarchical models to people-centered environments and learn practical strategies to create a workplace where top talent thrives and diverse voices are heard. A strong culture shapes how teams collaborate, how clients are served, and how the firm is perceived in the legal community. It's the foundation of long-term success and attracts the right talent, building a lasting reputation.

- **Amanda Dubois** - *Dubois Levias Law Group, Seattle*

4:30 p.m. > Cybersecurity for Law Firms: 5 Critical Practices

60 minutes, 1.0 credits Other

Law firms of all sizes handle sensitive information that makes them attractive targets for cyber threats. This CLE session outlines five critical cybersecurity practices every legal professional should know, with guidance rooted in leading frameworks such as the NIST Cybersecurity Framework and SP 800-53. Attendees will learn practical steps to manage risk, protect client data, and respond effectively to cyber incidents. The session focuses on actionable strategies that can be implemented regardless of firm size or technical expertise.

- **Jake Bernstein** - *K&L Gates LLP, Seattle*

5:30 p.m. > Adjourn • Complete Online Evaluations

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Thursday, June 11, 2026 • #26584 WEB

REGISTRATION

To register online, please go to the [registration page](#). Click to add to cart and complete your purchase. You may pay by credit card, or via ACH. Alternatively, you may print and mail an invoice 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. Note, our service provider will charge you a separate, non-refundable transaction fee of 2.5% on all bank card transactions.

Effective Oct. 1, 2025, applicable sales tax will be applied to all live seminar registrations (in-person or virtual). For more information, refer to changes to [Washington sales tax law](#).

If special accommodations are needed, please email 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.

PRICING INFORMATION

#26584 WEB, attend via webcast, 6/11/26

- \$159 - Standard/Non-Section Members
- \$129 - New Members*

**Active members of the Washington State Bar Association will be considered New Members through the calendar end of the tenth year following admittance to practice in the state.*

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 with any requests or questions.

ONLINE > Go to www.wsba.org and enter **26584** 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.