40 Tips to Thrive During Your Bar Presidency

Presented by the ABA Standing Committee on Bar Activities and Services and the Division for Bar Services
Tip #1

Go Outside Your Comfort Zone
Tip #2

Establish your communication routine early
Tip #3
Evercontact – Turn Signature Blocks to Contacts

Outdated or missing contacts in your address book?

Your Contacts Always
Up-To-Date Auto-Magically!

Start for Free Now >>

Find out more

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Tip #4

Make time to relax – You can’t lead if you’re dead!
Tip #5

Smile First
Tip #6

Take a nap
Tip #7: Script Timer

Script timer

Today’s lawyers face an array of electronic information tools. We’ve moved beyond the basics to a universe of information now available on the Internet. But what’s needed to cope with that information is an understanding of strengths and limitations, of realities and myths, and a recognition that both today and for the foreseeable future lawyers will exist with a multiplicity of tools, conventional print, and web-based resources. The information that lawyers will need is not always available free of charge. Understanding where to spend your dollars on research and information is critical.

LEGAL RESEARCH ON THE ‘NET
When using the Internet to conduct free legal research it is best to use focused legal research sites to start the project. Even then, the user must be aware of accuracy, authority, and whether the resource is up-to-date. Some of the best online legal research resources provide pathfinders or bibliographies to help the research get started. Always remember the mnemonic from the American

Spoken words per second
3.1

Estimated time to read script
2:00

Time yourself reading this script
Start
Tip #8

Bad news is as important to hear as good news
Tip #9

No. – is a full sentence
Tip #10: Task Management - Asana
Tip #11

Empathy should be the sharpest tool in your toolbox
Tip #12

The Power of One Word—HELP!
Tip #13: Tripit

The travel app that keeps up with you

Get real-time flight alerts with TripIt Pro. Try it free for your next trip.

Start TripIt Pro 30-Day Trial  Learn More
Tip #14

Create working relationships and rapport with staff other than just the Executive Director
Tip #15

Be the Biggest Cheerleader
Tip #16

Give others the spotlight –
Gives you a break and grooms future leaders
Tip #17

“Because we’ve done that before” should never be the end of the conversation
Tip #18

Encourage Leadership
Tip #19

Be yourself; being someone else is too much work
Tip #20: Portable Charger/Power Bank

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  - Newest MacBooks and devices with USB-C or USB-A connectors
  - 3 COLORS
  - $149.95

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  - Smartphones, Tablets & USB Devices
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  - mophie charge force cases, iPhone X, iPhone 8, iPhone 8 Plus & other wireless-charging smartphones
  - 2 COLORS
  - $99.95

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Tip #21

Greater preparation does not always ensure smooth sailing
Tip #22

Don’t sweat the small stuff – and a good deal of it is small stuff
Tip #23

Own It – Whatever “IT” is
Tip #24

.new Shortcut to Create New Google Docs
Tip #25

Don’t let perfect be the enemy of good
Tip #26

Keep Your Promises
Tip #27: Rocketbook Smart Notebook

HOW TO ERASE PAGES IN YOUR ROCKETBOOK WAVE

Let's get something straight. You can't microwave individual pages of your Rocketbook Wave. If you want the pages to erase, you need to microwave the whole book. This article gives step by step instructions around how to safely and correctly erase your Wave notebook without having to answer uncomfortable questions about how your kitchen caught on fire. Let's get started. Or, zoom down to our video if you have a short attention span.

- Make sure to write with a Pilot FriXion pen, highlighter or marker. If you write with a pen that doesn't contain Pilot FriXion ink, your page will not erase.
- Erase all pages before you erase them. Remember? Flicking your notebook open page to page.
Tip #28

Presidents DO get preferential treatment, but don’t take advantage
Tip #29
Automated Mileage Tracker in O365 - MileIQ
Tip #30

Listen
Tip #31
Be intentional about your service – 24/7 does not always result in great leadership
Tip #32

The Executive Director’s job only looks easy
Tip #33

Don’t Live in the Woodshed
Tip #34: PowerPoint Designer
Tip #35

Extend Grace
Tip #36

NEVER use the words “always” and “never”
Tip #37
What Else Can Airplane Mode Do?

• Find a Better Signal
• Do Not Disturb
• Faster Charging
Tip #38

Laughter & Fun
Tip #39

Take a vacation
Tip #40

Watch the entire GIF