40 TIPS TO THRIVE DURING YOUR BAR PRESIDENCY
TIP #1:

Really listen.
TIP #2
TIP #3

Spoken words per second

3.1

Estimated time to read script

2:00

Script Timer
TIP #4:

Be prepared to pivot – your agenda may not be YOUR agenda.
Tips for Video Conferencing

• Arrive early and test everything
• Don’t assume because it worked fine yesterday it will work fine today
• Give attendees the link and dial-in information in the calendar event
• Have a backup platform if possible, have the dial in information at the ready
• Be forgiving – people are working at home with pets, children, deliveries, etc.
TIP #6:

Be yourself.
TIP #8

Don’t email attachments – use document collaboration

Bonus: Doc.new
TIP #9:

Take time to get to know your executive director and their staff.
TIP #11:

Remember the budget.
TIP #12:

Take time to get to know your board members.
FindTime

TIP #13
TIP #14:

Use your board members as surrogates.
TIP #15
TIP #16:

Manage expectations of members through transparent communication.
TIP #17
TIP #18:

Facilitate the discussion; don’t dominate it.
TIP #19

Learning Tools in MS Word
TIP #21:
Let the staff handle the logistics. Focus on the big picture.
TIP #22:

Foster an environment that allows everyone to feel comfortable asking questions and expressing their opinions.
Discover Legal Apps
Built for lawyers, by lawyers.

- Automate documents
- Intake clients
- Create products for new revenue streams

Legal Issue
- Courts and Lawyers
- Estates and Wills
- Family
- Immigration
- Money, Debt, and Consumer

Community
- CommunityLawyer

Legal Issue
- Benefits
- Civil and Human Rights
- Crime and Prison
- Disaster Relief
- Education
- Environmental Justice
- Accidents and Torts
- Courts and Lawyers

Location
- Select...

App Permissions
- Run
- Duplicate
- Subscribe

Without Iris
- TIP
- #23

With Iris
TIP #24:
Don’t just show up. Really engage with members and participants.
No More Unintentional Emails

TIP #25

I’m working on a draft email right now and I don’t want to mistakenly send it before it is complete.
TIP #26:

Set up regular calls with your current President.
TIP #27
TIP #28:

Schedule weekly calls with your executive director during your presidency.
Office App – One App to Rule Them All
TIP #30:

Ask staff for help as you draft remarks for press releases, events, etc.
TIP #32:

Run an efficient meeting and end on time.
TIP #33:

Pick at least one social media platform and use it to promote the bar.
TIP #34:

Innovate.
TIP #35

To-Dos from Flagged Emails

Flagged email

- Flagged this week
  - pandemic outline
  - NCBA Estate Planning and Fiduciary Law Section Annual Meeting
  - ARAG Webinar guest request
  - 40 Tips in 40 Minutes webinar
  - rp digest: March 15, 2020

Flagged last week
  - Consultation Request Submitted
TIP #37:

If possible, go to at least one staff meeting or staff event.
TIP #38

X.ai Virtual Assistant

Let’s get that training session on the calendar. Amy, please schedule 2 hours in my office at the end of next week with Liz and Mario. Call it “Session 1” and make Alex optional.

Hi Liz

Happy to find time for you and Jen. Please select one of the options:

- Wed, May 6th: 9:00 - 11:00 am
- Thu, May 7th: 9:30 - 11:30 am
- Fri, May 8th: 11:00 - 1:00 pm
TIP #39:
Have fun!
Thank you!
Tech Tips from Catherine Sanders Reach for BLI’s 40 in 40

Want more? See https://cpm.ncbar.org
Have you been asked to keep your comments brief? You can actually write a script, paste it into ScriptTimer (free) and based on how fast you talk estimate how long it would take to read your script.

If you are being filmed you can also use a free teleprompter like Autocue which works on a laptop, iPhone or iPad.

Script Timer https://www.piehole.tv/explainer-video-script-timer/

Paste in your script, click “start” and read it then click “stop” to adjust for your reading rate.
If you are hosting a video conference get in early and do a sound check to make sure everything works. Don’t assume because it worked yesterday it will work today.

Backup platforms – check with your VOIP provider, Skype, FreeConferenceCall.com

Also, have back up Internet – your phone as a hotspot will work
Don’t email attachments – use document collaboration

Bonus: Doc.new

Office 365 and G-Suite have lots of options for sharing documents and collaborating. You may not need this with clients, but for bar staff and leadership don’t create a version nightmare by emailing documents. Share them with a click! https://cpm.ncbar.org/2019/08/13/silver-and-gold-online-document-collaboration-and-track-changes/

Doc.new typed into the Chrome browser will instantly create and open a new Google document if you need to take notes and share with others!
(Not So) Secrets for More Productive Meetings
https://cpm.ncbar.org/2019/05/21/not-so-secrets-for-more-productive-meetings/

A Better Way to Find Time
https://cpm.ncbar.org/2018/11/27/a-better-way-to-find-time/

Outlook Tips and Add-ons
https://www.youtube.com/watch?v=NPwbiXFnCDQ&feature=youtu.be
Tools to Edit Your Own Work

https://cpm.ncbar.org/2019/04/30/tools-to-edit-your-own-work/

Microsoft Word in Office 365 has a feature called Learning Tools that helps you review your writing by adding line focus to reduce distractions. You can adjust the focus to one, three, or five lines in view at a time and change the page color to sepia to reduce the glare of the white background. You can adjust text spacing between words, characters, and lines to make it easier to read and break down syllables in words. There is a “Read Aloud” feature that reads the document and highlights each word as it goes. You can adjust the reading speed with keyboard shortcuts. To find these tools go to View > Learning Tools in the Immersive group. To make it easier to remember to use it right click on the icon and select “Add to Quick Access Toolbar”.

See also: Writing for Tone and Clarity
An app that reduces screen glare and bluelight for protecting your eyes for those long days at the computer.

https://iristech.co/

Iris has a free trial and then it is a $15 lifelong 1 time purchase or $50 lifelong with future updates – both you can move to a new machine
No More Unintentional Emails

I'm working on a draft email right now and I don't want to mistakenly send it before it is complete.

See also: Make Email Less Dangerous:
https://cpm.ncbar.org/2019/07/30/make-email-less-dangerous/
The Office App - 1 app to rule them all – now Excel, Word, and PPT in one app

The Office app delivers several key benefits including:

• Combining Word, Excel, and PowerPoint in a way that simplifies the experience with fewer apps to download or switch between. It requires far less phone storage than installing individual apps while maintaining virtually all the capabilities of the existing mobile apps people already know and use.

• Integrating our Lens technology to unlock the power of the camera with capabilities like converting images into editable Word and Excel documents, scanning PDFs, and capturing whiteboards with automatic digital enhancements to make the content easier to read.

• Adding new functionality for common tasks people often encounter when working on a phone—things like making quick notes, signing PDFs, scanning QR codes, and transferring files between devices.

• Also support for third-party storage services including Box, Dropbox, Google Drive, and iCloud; templates to help you create new documents, spreadsheets, and presentations; and general performance improvements.
MS To-Do (formerly Wunderlist) takes all the emails you flagged and puts them into a to-do list so you can go and deal with them more effectively than in Outlook.

You can also create “lists” and share with Team members for a quick and easy task management system.

Task Management with Microsoft To Do

https://cpm.ncbar.org/2020/03/24/task-management-with-microsoft-to-do/
X.Ai [https://x.ai](https://x.ai) is like Acuity, Calendly, Bookings, etc. so you can let people book time on your calendar. The free for life plan lets you hook your Google or Outlook calendar up. The difference between X.ai and other booking tools is that you can cc your virtual assistant Amy (or Andrew) and “ask” her to schedule a call or video conference and she’ll hash it out with the participants. Like digital dictation or people, you do have to give your virtual assistant some information like “who what when where and how”.

Amy also sends you an email first thing in the morning with your daily meetings.

Paid plans ($8 and up) give you connections to unlimited calendars, personalized email signatures for your virtual assistant, Zoom and Zapier integration, designated VIPs can schedule directly with your assistant,

For $12 per month your assistant can be on your domain

You can alternatively cc Cortana for a similar feature built into Windows 10