



Roanoke Valley Paralegal Association

P.O. Box 1505, Roanoke, Virginia 24007

<http://www.rvpa.org>

**MAY 2011
Edition**

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And now, a word from our President.....

Happy Spring! Summer is right around the corner and I know I'm looking forward to the warm and sunny weather. Enough rain already!

We are full swing into our iPad2 raffle and things seem to be going quite well. I once again ask that each and every one of us pitch in to help make the raffle a great success. If we all pull together and sell, sell, sell those tickets, we will be in a great position financially to assist our community and fund some projects the Board has

discussed.

We also have some great speakers coming up, so I hope to see the continued heightened attendance at our monthly meetings. I've enjoyed getting to know more about each of you this year and I hope to continue to do so. As always, feel free to contact me at any time with any questions.

I wish everyone a safe and enjoyable Summer. Please be safe in your travels.

- Kara

RVPA is now on Facebook! Become a fan and/or member to see all of the upcoming meeting and event information. Invite your paralegal/legal assistant friends and colleagues to become our friend.

Facebook is updated on a regular basis and provides RVPA members with all of the latest RVPA news and information.

<http://www.facebook.com/home.php#!/group.php?gid=327204826804>

COMMITTEE REPORTS

CLE Committee



Upcoming Speakers:

June – Dori Hicks of HealthPort. Dori will be addressing your questions and concerns. If you have a specific issue you would like addressed, please email it to me prior to the meeting.

July – Rudy Austin of GLRM. Mr. Austin will speak on “Ethical Considerations for Paralegals.” This is a topic vital to all of us; we hope to see you there!

Community Relations



We are always in search of organizations to lend our support to. If you belong to or support an organization or group that is in need of volunteer work, send an email to Beth Reed at reeddome@verizon.net.

Finance Committee



Our iPad2 Raffle continues! If you have sold all your tickets and are in need of additional tickets to sell, please contact Lisa Wirt or Marilyn Hubbard. Keep selling and help us reach our fundraising goal!!! Thank you to everyone that has participated thus far!

Membership Committee



RVPA Welcomes New Members!

If you haven't joined or are interested in joining our organization, please contact our Secretary, Beth Reed, at reeddome@verizon.net or 540.580.4376, for more information.

Social Committee



We are working on a family outing slated for early August before the kids return to school. Stay tuned to your email for more information as plans move forward!

Our Annual Holiday Social is scheduled for December 8, 2011, at Noon, in the Red Room at Blue 5 Restaurant.



VAPA Report
reported by Lisa Woodson
VAPA Liaison

Next meeting is scheduled for:

Saturday, June 11, 2011, at 9:30 a.m. in Fredericksburg, Virginia

Virginia Alliance of Paralegal Associations
VAPA Semi-Annual Seminar
October 10-13, 2012

For more information visit: <http://www.vaparalegalalliance.org/events>



NALA Report
reported by Colleen Doyle
NALA Liaison

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NALA Annual Conference: July 27-30, 2011 – Dallas, Texas



For 2011 CLE Opportunities via “NALA Campus Live!,” visit our website at www.rvpa.org and click on the VAPA & NALA tab for a list of upcoming programs!



**Lambda Epsilon Chi (LEX)
The National Honor Society in Paralegal/Legal Assistant Studies.**

**Lambda Epsilon Chi (LEX)
c/o American Association for Paralegal Education
19 Mantua Road
Mt. Royal, NJ 08061
(856) 423-2829 Fax: (856) 423-3420
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**For a list of Paralegal Schools in the Commonwealth of Virginia,
visit www.rvpa.org under the Newsletter tab!**

How to Choose a Paralegal Program

Here are some important factors to consider in evaluating the quality of paralegal programs:

- ❖ Is the program ABA Approved?
- ❖ What is the reputation of the institution and the paralegal program?
- ❖ What services are offered to students?
- ❖ What facilities are available to students?
- ❖ What activities are available to students?
- ❖ What is the mission of the institution and what are the goals of the paralegal program?
- ❖ What is the content and nature of the curriculum?
- ❖ What are the graduation requirements?
- ❖ What are the backgrounds of the program director and faculty?
- ❖ What are the special considerations of enrolling in a distance education program?

The Paralegal Mentor

Top 5 Ways to Minimize Interruptions by Vicki Voisin, aka The Paralegal Mentor

Vicki Voisin, "The Paralegal Mentor," delivers simple strategies for paralegals and other professionals to create success and satisfaction by achieving goals and determining the direction they will take their careers. Vicki spotlights resources, organizational tips, ethics issues, and other areas of continuing education to help paralegals and others reach their full potential. She publishes a weekly ezine titled ***Paralegal Strategies***. More information is available at www.paralegalmentor.com.

Top 5 Ways to Minimize Interruptions

How can you get your work done if you have constant interruptions? You can't...and it's very frustrating.

You have to practice self-defense when it comes to interruptions. If you don't take steps to minimize them, your time will be wasted and your productivity will suffer.

Studies show that the average worker is interrupted every eight minutes. The same studies reveal that 15% of the interruptions are important, while the remaining 85% are a waste of time.

Telephone calls and e-mail are major culprits, but even worse are the two-legged interrupters: your co-workers.

Here are five tips to minimize those two-legged interruptions and keep you in the productivity fast lane:

1. Stand up when someone enters your workspace...or when they've over-stayed their welcome. When you stand, you send a message that the meeting will either be brief or that it has ended. This works every time. You start moving, they start moving...end of interruption.

2. Never ask "How are you?" when someone stops by your office. This is an open invitation to chat. Do you really want to hear about their gallbladder surgery? Instead, ask "What can I do for you?" This will get you right to the point of the interruption.

3. A bit of creative workspace re-organization goes a long way. If your desk faces the door, turn it so you don't look right into the hallway at everyone who passes. Once they make eye contact, they always stop to chat.

Can you remove your chairs? If not, stack some files on them so the office pest (IE time waster) can't take root for a half hour of blah, blah, blah. Last, NEVER have a

bowl of candy on your desk. Who can resist a handful of M&M's...and a little conversation to go along with them?

4. If you're asked to answer a 'quick question or someone wants 'just a minute' of your time, beware! Your first question should be, "How much time do you need?" If you have the time available, go for it and hold them to the deadline. If you don't have a spare fifteen minutes, schedule an appointment with them later.

Rehearse a few lines like: "I'm sorry but I need to finish this deposition summary in the next hour. Can we talk later?" or "Attorney X is waiting for this research. I can spend some time with you at 2:00 this afternoon." If you use lines like these, you've turned the tables and you're now meeting on your own terms.

5. Urge co-workers to accumulate their questions. They should save all but urgent issues to discuss with you in one chunk of time. It's much more productive to spend twenty minutes discussing five client matters than it is to talk about one client matter for ten minutes every hour.

BONUS TIP: Don't interrupt yourself! Determine the time of day you are most productive (early morning? mid-afternoon?) and make yourself unavailable to the world during that time every day. Shut your door. Turn off anything that might be noisy or distracting. Stock your desk with all the supplies you need to eliminate unnecessary trips to the supply room. Practice what you preach: gather your questions and assignments and interrupt your co-workers only once.

Your challenge: Make a short list of the interruptions you *will* allow. For all the rest, decide which of today's tips you can implement to minimize them. Once that decision is made, take the necessary steps to curb those interruptions and you'll find yourself on your way to a more productive day.