

**THE
ORGANIZED
LAWYER**

THE
ORGANIZED
LAWYER

Kelly Lynn Anders

CAROLINA ACADEMIC PRESS

Durham, North Carolina

Copyright © 2009
Kelly Lynn Anders
All Rights Reserved

Library of Congress Cataloging-in-Publication Data

Anders, Kelly.

The organized lawyer / Kelly Lynn Anders.

p. cm.

Includes index.

ISBN 978-1-59460-430-0 (alk. paper)

1. Law offices--United States. 2. Office management. I. Title.

KF318.A773 2008

340.068--dc22

2008044621

Carolina Academic Press
700 Kent Street
Durham, NC 27701
Telephone (919) 489-7486
Fax (919) 493-5668
www.cap-press.com

Printed in the United States of America

*To Lyda Whiteside,
A wonderful mother, best friend, and fellow Stacker*

CONTENTS

Acknowledgments	ix
1 · Introduction	5
2 · Your Organizational Type	13
3 · Office Layouts	31
4 · Desk Arrangements	43
5 · Paper and Electronic Files	51
6 · Financial Recordkeeping	63
7 · Planners and Electronic Organizers	75
8 · Organizing Your Home Office	85
9 · Alternative Work Areas	95
10 · Home and Office Libraries	103
11 · Personal Services	111
12 · Marketing and Entertaining	119
13 · Your Professional Wardrobe	129
14 · Keeping on Track	143
Index	149

ACKNOWLEDGMENTS

Writing this page has given me a small glimpse of how challenging it can be to thank everyone who helped to bring an enormous goal to fruition. So, if you are reading this and feel that I should have included your name, please forgive the omission.

First, I thank my family, particularly my mother, Lyda Whiteside, for taking the time and care to read every chapter, and whose comments and encouragement made all the difference in the writing process.

I extend my deepest thanks to my colleagues at Washburn for their support. As always, Mary Beth Bero provided top-notch assistance with administrative tasks. Thanks, also, to my students for being such great teachers.

Carolina Academic Press has been a pleasure to work with, and I particularly want to thank Keith Sipe and Jennifer Gilchrist for their support.

Finally, I wish to thank everyone who reads this book. I hope you find it useful.

Kelly Lynn Anders
August 2008