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### 1.0 Other, Office Management CLE Credit – A/V Approval #1064459

Recording Date – December 15, 2017

Recording Availability – February 16, 2018

Meeting Location	Date	Time	Topic
King County Bar Association 1200 Fifth Avenue - Suite 700 Seattle, WA	<b>Friday, December 15, 2017</b>	12:00 PM to 1:00 PM	Five Ways to Work Less, Make More, and Have Happier Clients!

#### AGENDA

- 12:00 PM** Presentation: ‘So You Want to Be Five Ways to Work Less, Make More and Have Happier Clients!’, by Christopher Small, CMS Law Firm, LLC and Building a Law Firm
- How to free up several hours per day to focus on tasks that actually matter.
  - An easy way to stay in touch with clients without having to do ANY work.
  - My secret process that gets me at least two new clients per month without doing any extra work or spending any money marketing.
  - How to eliminate mistakes, sleep easy at night, and put an end to having to "put out fires."
  - The number one time killer in your day and how to eliminate it forever.

**1:00 PM** Adjourn

#### SPEAKER BIOGRAPHY

**Christopher Small, CMS Law Firm, LLC and Building a Law Firm** – Christopher Small knows the business of law firms. The owner of *CMS Law Firm LLC* and *Building a Law Firm*, Christopher has both built successful law firms and coached law firm owners to grow their own firms. He started his first law firm in 2009 (*Emerald City Law Group*), built it up into a successful law firm, and then sold it in 2015 to go and start another in a completely different practice area. And his passion for the business of building law firms is so great he started talking about and teaching what was working for him (and what wasn't) so other law firm owners could achieve the same success.