

## Getting Legal Done: Better Productivity in 5 Clear Steps

## Overwhelm.

Stress-free productivity is a concern for all legal departments, regardless of size. Nowhere does it hit closer to home, however, than in a small law department where there is a glaring lack of resources (personnel and software tools) to manage an ever-mounting workload - especially with growing government regulation and the state of the economy bearing on American businesses. How does small law stay organized and out of overwhelm?

Read the whole article in the May 2010 issue of the ACC Docket http://gettinglegaldone.com/BetterProductivity.pdf.



## Accelerate your research.

Enhance your research experience on ACC.com by utilizing the GLD button found within many QuickCounsel and Top Ten articles.

By clicking the GLD button to the right of the article, you may create a checklist of action items from that article. That checklist can then be saved in GLD if you are a subscriber. If you are not a subscriber, you may email, copy or print the checklist to be distributed amongst your team.

## What GettingLegalDone Does.

GettingLegalDone™ (GLD) is an online, matter and contract management system specifically designed for small law departments with personal and team productivity built in. Keep your



team on the same page with shared action items, documents, appointments and contacts, all organized by folder. Outlook integration, agenda-management and practical legal know-how (with links directly to ACC resources) are included to meet the needs of the small, in-house legal team.

For more information email: info@gettinglegaldone.com

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