

LCLL NEWS

LastPass Password Manager

You know you're supposed to create a strong password, one with letters (upper and lowercase), numbers and symbols – and you're not supposed to use the same password for all of your online accounts in case one of them gets hacked. But how do you keep track of them without writing them down or leaving them in a vulnerable digital location? The answer is LastPass, a free service that acts as a safe deposit box for all your passwords. You use it through your browser (Chrome, Firefox, Safari or Explorer) and you can even use it with your smartphone (with a paid subscription), although several phone browser compatibility glitches have been noted.

Once you establish a master password that you commit to memory, you can use LastPass to easily access all your online accounts.

What it does:

1. Allows you to access your accounts with one click in your browser.
2. Store secure, encrypted notes for any text-based information, such as bank account numbers, security alarm codes, etc.
3. Automatically fill in online forms with your choice of addresses (work, home).
4. Generate passwords that meet the site's requirements but you won't have to memorize because you'll save it in LastPass.

Interested? You can download LastPass at

<http://lastpass.com/index.php>.

Source: SmallLaw (technolawyer.com/smalllawasp), Erik Mazzone |

Could You Use Four Hours a Day?

Time Tracking (Estimated Time Saved: 0.5 Hrs Per Day)

Try tracking your activity with [Chrometa](#), (\$99 per license) a downloadable program that produces a graph summarizing your entire day. Chrometa offers the added bonus of assigning your activities to individual clients for billing purposes.

Time Blocking (Estimated Time Saved: 2.0 Hrs Per Day)

Start slashing distractions. Some hints:

- Take your business or other project(s), and set aside specific days to work ON them (managing, developing, growing) and specific days to work IN them (providing services and deliverables).
- Commit to check your email only at set times. You can add an auto-responder to your email that lets people know you will respond by day's end.

- Organize your email program with folders. Create one for each project or client, so that your inbox grows emptier as you answer email messages and file them.

Delegating (Estimated Time Saved 1.5 Hrs Per Day)

- Time-block your phone calls by delegating the answering and routing to a Virtual Receptionist such as [My1Voice](#) (about \$10 /month), to answer phones with an auto-attendant, and route callers between office extensions or voicemail. My1Voice sends an instant text message with the transcript of each voicemail so you can screen for emergencies.

- Delegate routine administrative tasks to a Virtual Assistant, such as [AskSunday](#) (monthly plans around \$14/hour).

Source: SmallLaw, by Jennifer Moheyer

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2011 CLEs:

March 16 – Checklist for Closing a Law Practice

Instructor: Anne McDonald, Kansas Lawyers Assistance Program
12 – 1p, jury assembly room, Lyon County Courthouse. Free to LCLL members; \$25 fee for non-members. Bring your lunch!

May 18 – Ethics

Instructor: Stanton Hazlett, Disciplinary Administrator
11a – 1p, Jury Assembly Room, Lyon County Courthouse. Cost: \$25 to cover materials & lunch.