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APRIL 30, 2013

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AUGUST 9, 2013

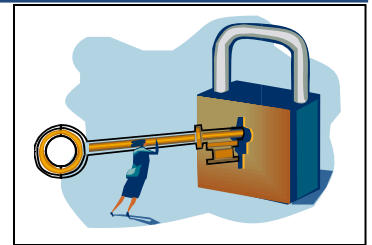
Good Interviewing Techniques

NOTICE:

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Reaching Your Professional Development Goals

By: Denise Sabuda Murphy, Goldberg Segalla LLP
NFPA Editorial Coordinator



A few years ago, I wrote an article about being at the top of your game – having positive attitude and the desire to keep moving forward. Recently, I came across another older article from one of the many paralegal blogs I frequent that listed numerous tips for career success.

It got me thinking that it would be a good idea to share some of the highlights suggested to achieve your goals, both personally and professionally. Whatever path you want to take in your career, the key is to find what works for you.

- Be proactive at work, and let the powers that be get to know you and your capabilities. Monitor team calendars and remind team members verbally or with a friendly reminder e-mail that deadlines are approaching.
- Be hands-on in the management of your assigned cases. Follow up with projects and do what needs to be done without being told.
- Keep lists. Use a binder or Outlook contacts to create and maintain up-to-date checklist for common tasks or new tasks that you learn – so you can recall the necessary steps when called on to perform the task again.
- Go beyond your abilities. Never stop learning.
- Find an area of law that interests you and become the office expert or “guru”.
- Avoid complacency. Aspire to be better and complete projects more efficiently. There is always room for improvement or refining your skills and work procedures.
- Treat everyone around you the way you want to be treated. As they say, it is easier to attract bees with honey. Working in the legal field can be stressful at times. Do your best to avoid adding to your own stress and to the stress of those around you.
- Keep up to date on what is happening in your profession and your law community. Join a paralegal association, find paralegal blogs, read periodicals and visit bar association websites.
- Present at a seminar or conference.
- Embrace technology, don't run from it. New skills may make your job easier and increase your productivity.

....continued on page 2

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CALENDAR



APRIL 8, 2013

Online PCCE Review Course

APRIL 19-21, 2013

NFPA Joint Conference
New Orleans, LA



APRIL 27-28, 2013

NFPA Region I Meeting
Seattle, WA

NFPA Region V Meeting
Clifton Park, NY

MAY 3-4, 2013

New York State Education & Leadership Conference & 25th Year Anniversary Celebration
Saratoga Springs, NY
Presented by The Empire State Alliance of Paralegal Associations

Reaching Your Professional Development Goals ...continued

- Promote the paralegal profession: visit paralegal classes or become an adjunct professor at local colleges; become a mentor; write an article for your local paralegal association (or better yet – for the NFPA e-Newsletter – hint hint.)
- Join the board of your local paralegal association and get involved.
- Set up an online profile so you will have a personal resume on the web and make connections. LinkedIn is very popular (www.linkedin.com).
- Read paralegal magazines, blogs and newsletters to keep up-to-date on both the local and national level.
- Take a certification exam.

There are many ways to move your career in the right direction. Step out of your comfort zone and find one or two that work for you. You don't have to do them all at once. Set your goals and build on them until you find the key to your success.

***"Formula For Success: Under Promise and Over Deliver."** - Tom Peters*

Registration Underway For National Notary Association Conference in Austin, Texas

It's time to polish those cowboy boots and plan your visit to the Great State of Texas – Austin to be exact – for the National Notary Association's 35th Annual Conference on June 2 – 5. The 2013 theme of "Knowledge 2.0" will focus on seminars and presentations that appeal to every segment of the notarial profession.

Whether you have just received your certification or are a seasoned Notary professional, you will find subjects and speakers that will be valuable for your career. The opportunity to meet and network with your colleagues from around the country is also a plus for our Conference attendees, who often make lasting friendships at this annual event.

Take your knowledge to the next level at the annual Conference. Join the community of Notaries from across the country who come together to support, celebrate, and recognize achievements in this field. You will leave not only feeling more informed, but inspired.

More updates on the full Conference schedule and special events will be updated on the NNA Facebook page as they become available. To register for NNA 2013, simply call the NNA toll-free at 1-800-US NOTARY (1-800-876-6827), or visit the NNA website (www.NationalNotary.org/Conference) for details about registering online or by mail. We hope to see you there!



CALENDAR (CONTINUED)

MAY 4, 2013

NFPA Region IV Meeting
Harrisburg, PA

MAY 8-11, 2013

2013 Equal Justice
Conference
St. Louis, MO
*Presented by the ABA Standing
Committee on Pro Bono and Public
Service & The National Legal Aid &
Defender Association*

MAY 17-18, 2013

NFPA Region II Meeting
Minneapolis, MN

**** SAVE THE DATE ****

OCTOBER 3-6, 2013

2013 NFPA Convention
Hartford, CT



FOR MORE CALENDAR
EVENTS, INCLUDING CLE,
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Questions? Comments? Suggestions for Articles?

Please contact NFPA Editorial Coordinator Denise Sabuda Murphy at editorial@paralegals.org.