



ARIZONA PARALEGAL ASSOCIATION

WWW.AZPARALEGAL.ORG



eDigest Mini

June 2021

President's Message...

We are looking forward to the student Town Hall on June 9th. We have a great turnout expected and hope we can assist students with the leap from school to work. I'll have a full report on it in next month's edition.

Our webinar series will begin again in August and will include presentations on Changes to the Blue Book and Probate Matters, among others. Our Holiday Happy Hour looks like it will finally be a reality so mark your calendars for December 3rd from 5-7 p.m. at Pomelo's.

The Job Bank is thriving as we are finally seeing the large number of open positions we were used to pre-pandemic. If you have any openings at your firm or know someone who is looking for a position, please remind them of this wonderful service the APA provides to its members. Submit ads to jobbank@azparalegal.org.

The Board is looking for a member to assist with this eDigest newsletter. If you enjoy reading and editing, this position could be for you. Please contact me at board@azparalegal.org if you'd like more information.

Enjoy your summer and stay cool!

- Karen Flaaen, CP




*Arizona Paralegal
Association*

TOWN HALL

*Students: join a panel of
experienced paralegals for an open
discussion on narrowing your
career path, successful job search
tips and where the job
opportunities are.*

Wednesday, June 9, 2021
Noon to 1 p.m.
NO COST!
Zoom link will be provided
upon registration





The next APA Board meeting will be held on **Tuesday, July 6th at 5:45 p.m.** via Zoom. Contact board@azparalegal.org for more information. All are welcome to attend.

NALA'S WEBSITE: Visit their [website](http://www.nala.org) for information on all things NALA, including certification, advanced certification, and upcoming webinars. Be sure to check out NALA Commons, an area where paralegals can network, ask questions, get advice, and share valuable information with one another.

NALA BOARD CANDIDATES: Click [here](#) or on the ad for more information about the upcoming election.

NALA MEMBERSHIP: NALA provides exceptional continuing education and professional development for Paralegals. Joining NALA gives you access to a number of benefits that can help you advance your paralegal career. Check it out [here](#)!

2021 NALA CONFERENCE & EXPO: The 2021 NALA Conference @ Home will be held July 22-24, 2021. Register by May 15, 2021 to receive early bird prices. Early birds also receive an exclusive care package packed with useful 2021 NALA @ Home swag! For more information about the conference, please click [here](#).

PARALEGAL BRIEF: NALA recently launched a new online resource for the paralegal community which brings together the widest set expert, thought-leadership content from hundreds of leading sources. NALA members should already be receiving weekly email, but you can also sign up here <https://www.paralegalbrief.com>. You don't have to be a NALA member in order to register!

Upcoming CLE Webinars

May 11, 2021 @ 12:00 p.m. (CT)

[Making the Most of Free Affordable Litigation Tech Tools](#)

May 12, 2021 @ 12:00 p.m. (CT)

[Ethically Investigate Insider Threats, Social Media, and Privacy](#)

May 18, 2021 @ 12:00 p.m. (CT)

[Top Tips to Improve your Legal Writing](#)

May 19, 2021 @ 12:00 p.m. (CT)



Make sure your employer knows we have a FREE Job Bank! Please send ads to jobbank@azparalegal.org. To view current jobs please visit:

Job Bank



Click Here

FOR OTHER CLE OPPORTUNITIES!

Advanced MSP Compliance Techniques for Paralegals



Top Mistakes When You Work from Home

ELLEN ROYCE — January 19, 2021

an excerpt from paralegalbrief.com

As we approach the end of 2020, the global Covid-19 pandemic continues to reshape our lifestyles. Nowhere is this change more noticeable than with our work situation. As the world remains truly in the grip of the dreaded second wave of infections, the work from home situation COVID-19 has forced on so many of us looks like it's here to stay. However, mixing the professional and personal can easily lead to bad habits that can negatively impact both spheres of our lives, so let's look at the biggest mistakes and find some work from home guidelines to build our own tower of power for optimized productivity.

Working with a Sloppy Setup

Before the pandemic, working from home often meant answering emails on a laptop in bed. However, with so many of us still working full time, it's important to put the time and effort into creating a workable home office to help keep productivity high and ensure that we're maintaining a healthy compartmentalization between work and play. Investing in a proper desk and ergonomic office chair will reduce fatigue on your back and help you get in the zone when it comes to completing tasks. Pro-tip: try positioning your desk against a wall to minimize distractions and keep your mind focused on the job at hand.

Splitting Your Shift

Without a trip to and from the office to physically demarcate work and home life, we can all too easily lose our routines and end up working odd hours as the line between personal and professional blurs: the working day gets portioned out between odd jobs around the house, grocery runs, and time spent with partners or housemates. Avoid this by creating a routine and sticking with it whenever possible. Set an alarm to get up and log in to work at the same time every day, and likewise set a time to put work down and stick to it – you don't need to be answering work emails all day and night to prove that you work from home, and if you don't draw a line between your professional and personal life, you're likely to feel less fulfilled by both.

Mixing Work and Life Data

Many of us who work from home during lockdown could be remoting into our regular office terminal, or at the very least, will probably be logged into some proprietary program crucial to our work. Ideally, we would all have dedicated computers just for work, but since that's not always the case, it's critical to build a digital wall around all our working data. Ensure you have all your work tabs up in a separate browser, especially if you're remoting and your personal activity could be observed by an administrator. Don't store work files in personal folders, and make sure work profiles are all passworded. Too often, children or a partner can accidentally access and tamper with this data, leading to results that range from embarrassing to downright disastrous, so keep work stuff tight under lock and key at all times.

Member SPOTLIGHT

We would like to share this space and highlight you and your accomplishments. Please consider sending us original works on topics of interest to our membership. Just reply to this newsletter with content and/or questions.

Membership NEWS

Welcome New Members

Jessica Chester

Steven Colla

Michelle Foster

Meagan Langs

Angela Love

Anne Moulton

Adrienne Pineda

LeAnn Thurecht

If you have any questions, suggestions or comments, please feel free to contact us at membership@azparalegal.org.



5 Ways to Get Back on Your Fitness Track

an excerpt from paralegalbrief.com

Learn from your mistakes

It is imperative to understand what hindered your last attempt. Was it an injury? Or you lost interest after missing one day? Was it too exhausting? Knowing your weaknesses helps you tackle them.

For example, a solution for getting tired quickly is following a more straightforward workout plan. And in case it was because you missed one time, mentally prepare yourself to be more forgiving towards your mistakes. The key to confronting a lack of motivation is setting a clear and realistic goal.

Consider your lifestyle

Working out is a big part of being fit, but it isn't all. There are many factors one should take under consideration while starting to work out after a prolonged break. Maintaining a proper diet is essential. This doesn't mean following the latest diet trends, but being conscious of the nutritional ingredients you intake. A proper diet ensures that you aren't mindlessly consuming food and ruining your training's hard-earned fruits.

Your body requires energy while working out. Consume enough nutrition to ensure that you don't succumb to exhaustion. Taking dietary supplements can be an alternative for eating all the essential nutrition your body needs. But, experts recommend consulting a nutritionist rather than going for over-the-counter pills.

If you've suffered any injuries before or since your hiatus, consider it before mapping out your exercise routine. Take aid of pain-relievers like CBD if required. Although there's no concrete evidence that proves it, CBD appears to be more effective and less harmful in relieving pain for many athletes in comparison to other drugs, such as NSAIDs or Opioids. CBD is available for consumption in many forms, such as capsules, pills, cannabis Twisted Extracts, oils, and topicals.

Start small

Undertaking unreasonable tasks during the initial stage is a big mistake after a prolonged break from exercise. Instead of jumping head-first in a rigorous schedule, ease yourself into it.

Start with fifteen minutes every day, and keep adding five extra minutes daily. You can apply this technique to the difficulty level of your exercise as well. This will give the body some time to adjust to the routine and prevent excessive soreness or cramps. And before you know it, you'll find yourself working out for an hour or more at a stretch. Pushing your body beyond its limits may even cause severe injuries.

Sometimes we get over-excited even before planning our schedule and setting big goals that are not achievable. This leads to us giving up even before we truly start. Setting a realistic goal and accomplishing it helps in boosting our confidence as well. The feeling of self-satisfaction, in turn, will entice you to keep coming back for more.

Maintain a schedule

The most common defense we make for not being active is, "I didn't get the time" or "I had a busy day at work." This is the reason why many stop working out in the first place.

Summer is here and some great recipes to try for June!

Try this Grapefruit-guava Fruit Punch for a refreshing start on the weekend!

<https://www.bhg.com/recipe/grapefruit-guava-fruit-punch/>

Or even venture outside the box with an olive oil ice cream in these hot months!

<https://www.foodandwine.com/recipes/olive-oil-ice-cream>



Follow some of the recent legal news:

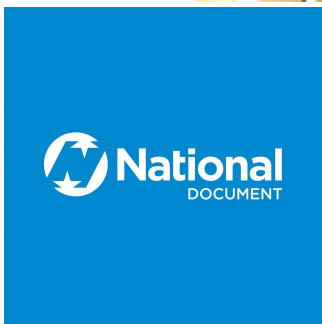
"Could the Supreme Court Erode But Not Overrule Roe v. Wade in the Mississippi Case?"

https://verdict.justia.com/2021/05/26/could-the-supreme-court-erode-but-not-overrule-roe-v-wade-in-the-mississippi-case?utm_source=verdict-newsletter&utm_medium=email&utm_campaign=2021-05-26&utm_content=image-post-1

Fixing a daily schedule will save you from making such excuses, even to yourself.

If possible, allot a fixed time for exercise every day. This way, your workout becomes an essential part of your routine, rather than being a chore you're forced to do. It also encourages you to be consistent. Even when you don't feel like working out on some days, a consistent routine will force you to persevere.

We are so grateful to all of our sponsors who help us to keep the costs of programming low for our members. Please show your support by considering them for all of your business needs. Clicking on their logo opens their webpage.





We hope you enjoyed this mini edition!

We are always looking for your comments and suggestions. Please reply to this email to let us know what you think, or if you would like to submit something to be considered for publication in a future issue.

Please note...

If you are reading the newsletter in Gmail, you may need to click "View Entire Message" at the bottom of the email. Gmail truncates large messages such as our newsletter and this is often the only way to ensure you see all of the content.

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