

Session One

**8:00 – 9:00 a.m.**

(Law Practice Management)

*"Tips and Technology to Maximize  
Productivity"*

**David H. Ogwyn**

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## **David Ogwyn,**

Attorney David Ogwyn is no stranger to the pursuit of excellence in his chosen field. A graduate of LSU Law School, he finished in the top 15% of his class. While there he participated in and won the prestigious Ira S. Flory Mock Trial Competition. Upon completion of his law degree, David accepted an offer from David M. Ellison, Jr. at Ellison & Ellison. Within three years, he made partner and the firm became Ellison, Ellison & Ogwyn. He considers his time spent working with and learning from David Ellison to have been an invaluable career opportunity. Building on that experience, David founded the Ogwyn Law Firm. Now in its seventh year, the firm has established a reputation for its commitment to excellence in providing superior and customized legal services to its clients. David's clients value his tireless dedication and loyalty. He places great importance in the relationships he builds and maintains with them, working to serve as their personal attorney and protect their interests in every respect.

David takes an active civic role in legal, business, and education concerns, holding membership in the American Bar Association, Louisiana State Bar Association, Baton Rouge Bar Association, and the Federalist Society for Law and Public Policy. He serves on the Volunteer Committee of the Baton Rouge Bar Association and is a participant in the Solo/Small Firm Group of the American Bar Association. In addition, David has been appointed by the Louisiana Supreme Court to serve on occasion as Judge Pro Tem for the Port Allen City Court. David has served on the Board of Directors for the West Baton Rouge Chamber of Commerce since 2008 in a number of leadership capacities, including Secretary, Treasurer, and Chairman of the Board. In these roles, David works with business and political leaders to promote the economic development of the region while at the same time preserving the quality of life of the Parish. He also volunteers in the local public schools' reading programs and serves on the Board of Directors for the West Baton Rouge Foundation for Academic Excellence which provides grants to local teachers in the public school system to enhance the learning opportunities and experience of the students.

Though born in Corpus Christi, Texas and relocated to Louisiana as a teenager, David's "Bayou State" roots have always run deep. His father's family hails from a small town just outside of Minden. It's a place David still enjoys escaping to and considers home, taking time out from his busy workload to hunt and explore the same north Louisiana woods he roamed as a child. It's a pastime his father shared with him and one he now shares with his own two boys.

# **TIPS AND TECHNOLOGY TO MAXIMIZE YOUR PRODUCTIVITY**

LOUISIANA STATE BAR ASSOCIATION

YOUNG LAWYERS SECTION

2018 PROFESSIONAL DEVELOPMENT SEMINAR

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# PRODUCTIVITY

Initially incorporating any new technology or routine into your practice is going to require adjustment and a learning curve. What will motivate you to push through the adjustment is the realization that in the end it will simplify processes and increase your productivity.

A couple of considerations that I think are critical to any system that you are going to be able to incorporate in your routine and law practice, and that is going to be sustainable in the long term, are:

- Whatever system you utilize, it needs to be “always on.” i.e. it needs to always be available wherever/whatever device you have available.
  - Additionally, it needs to be archived/searchable, and sync with your other devices.
1. **Evernote** –think of it as your filing cabinet for everything. Evernote turns your computer, iPhone, and iPad into an extension of your brain, helping you remember anything and everything that happens in your life. From notes to ideas to snapshots to recordings, put it all into Evernote and watch as it instantly synchronizes from your iPhone, iPad, and desktop. One of its great features is a webclipper that allows you to save articles and PDFs from the web and organize them with tags so that you can easily locate them in the future. You can also save emails to specific project or case notebooks. There is an Evernote Add-In for Outlook that will save emails for a particular case or project directly into one of your Evernote notebooks. Whatever you save is searchable and automatically synced across your devices. (**Bear** and **Index** are two recent programs that have been developed as alternatives to Evernote.)
  2. **Dragon Dictation** –Great ideas don’t wait for you to sit down at your desk – they come when you’re in the middle of lunch, taking a walk, or driving to the office. Dragon Dictation is an easy-to-use voice recognition app that allows you to easily speak and instantly see your text or email messages. From a productivity standpoint, dictation can be up to five (5) times faster than typing on the keyboard. With Dragon Dictation you can also dictate status updates, send emails, or send notes and reminders to yourself ....all using your voice. So when you’re on-the-go, stop typing and start speaking – from short text messages to longer email messages, and anything in between. (If you already use Google Docs, then **Google Docs Voice Typing** is a great option.)

3. **Any.DO** – great reminder/to-do list app with a simple interface, which makes it easy and intuitive to use. It allows you easily schedule and arrange your tasks and reminders, which can be entered via text, voice, or email. Additionally, it allows for location based reminders and will alert you of tasks when you enter and exit a particular location. Any.DO also allows you to share/delegate particular tasks and lists with others. (**Todoist** is another option that provides similar features and integrates with Google Calendar.)
4. Note taking
  - a. **OneNote** –it looks and feels like a digital version of a paper notebook which comes with unlimited sections, that syncs your computer and your iPad or iPhone. You can also use the web-clipper feature in your browser (IE, Chrome, Firefox, or Safari) to capture and file anything from the internet. It is a great program to create and store notes for an upcoming deposition outline or draft the next great article for the Bar Journal.
  - b. **Drafts** – Great to use with Text Expander to create custom templates and automate your note taking. Once you have captured text, Drafts can send it in an email or message, create reminders, events, post to Social Media, or save to Dropbox, Evernote, and Google Drive.
5. **LogMeIn** –Advertised as providing you with the freedom to be in two places at once, this is a useful app. Sometimes when you are away from your computer you need access to a document saved on your desktop computer. LogMeIn provides immediate access to your desktop computer no matter how far apart you are. It is subscription based software, but there are various levels depending on how many devices you want to be able to access.
6. **Copernic Desktop Search** – the most reliable and thorough search engine for anything stored on your computer. It searches through over 150 files types, including Work, Outlook, and PDF's, to help you locate whatever it is you are looking for. To maximize its functionality, it is important to OCR your PDF's.
7. **Scanner –Fujitsu Scansnap iX500** – Intuitive to use with automatic size, orientation, and double sided recognition. It also comes with a full version of Adobe PDF, scans to Dropbox, Evernote, GoogleDocs and more. Also scans business cards and extracts the information to Microsoft Outlook.
8. **Freedom** – reduce distractions. Whether on your computer, phone, or iPad this program will ensure that you do not get interrupted or distracted for the time block of your choice by blocking websites, app alerts, and emails so that you can focus. You can use it to reinforce the **Pomodoro Principle** which states that by focusing for limited

stretches with regular breaks that you will see improvement in output, concentration, and cognitive function.

**9. RescueTime** – provides you with the information to help you see where your time goes on any given day. It monitors how much time you spend browsing certain websites and using certain programs. Once you see how inefficiently you might have used your time, you can use that data to reclaim your day. For example, I found that I spend a tremendous amount of time on email and that helped me identify gaps in my time and billing.

**a. The meeting of analog and digital.**

- i. **Stop multi-tasking.** The American Psychological Association has published several studies which show that multitasking reduces your focus and prolongs the collective total task time. To increase your productivity, focus on one task at a time and don't bounce from thing to thing. Interruptions destroy efficiency. This is where Freedom can be helpful by ensuring that you have several uninterrupted blocks of time. (To that extent I would suggest that you plan your day in advance with 4-5 hours' worth of tasks. It will fill up. Use your time-blocks to accomplish those tasks so that you don't look back on the day and realize that you did not make progress. Outlook's calendar settings will also help with your time blocks by showing that you are unavailable.)
  1. Turn off email notifications and other potential sources of interruptions (websites, social media, etc.).
- ii. **Don't rely on your memory.** (Getting Things Done by David Allen) Whatever pops in your head throughout the day, or during a period of intense work (google searches, random thoughts, new ideas, shopping items, etc.), write it down and move on. (Don't stop to pursue them then.) If you write them down, they'll stop bubbling up when you're in the zone. And, in the long run it will reduce your stress when you are not trying to rely on your memory for everything that you need to do.
- iii. **Create Rules in Outlook.** Have folders set up where emails that are addressed to whole firm, or that come from particular sender are automatically put in particular folder. I like BR Business Report Daily Report, as well as other newsletters, but instead of having them clutter up my inbox I created a rule that automatically redirects them to another folder. When I have a break, I can go there and catch up.

## STORAGE AND SHARING

10. **Dropbox** – Dropbox lets you bring all your photos, docs, and videos anywhere. After you install Dropbox on your computer, any file you save to your Dropbox will automatically be accessible from your computer, iPhone and iPad. With the Dropbox app, you can take everything you are working on with you. Not only do you have access to your stuff, it's always backed up. Also if on a flight or away from Wi-Fi you can mark certain files in advance to be available offline so that you can work on them offline, and then once reconnected to Wi-Fi they sync back up.
11. **Box** –Excellent set of collaboration tools paired with secure storage. Upload, review, and collaborate.
12. **Google Drive** – A great way to store files and documents to your Google Account. Functions a lot like Dropbox, allowing you to store a folder on your desktop to drag and drop files into. It also syncs with your Google Documents, so you don't have to worry about losing a file. Really good for real-time collaboration allowing multiple people to work or edit the same document.
13. **Hightail** – upload files and share with your team. Transmit large documents to opposing counsel in secure method.

## DOCUMENTS

14. **PDF Expert** –a must have iPad app for every lawyer. Useful for organizing, reading, and annotating PDF files with highlights and handwriting, insert text and stamps, sign and merge PDFs.
15. **Adobe Reader** –Adobe free PDF reader for iOS devices. Allows you to use finger or stylus to annotate or sign and email PDF's.
16. **Docs To Go** –in my experience, of all the MS Office Suite apps out there, Docs To Go offers the most functionality from tracking changes to showing footnotes. This app provides the closest experience to having the full functionality of MS Word while using your iPad. It also syncs with Cloud, Google Drive, DropBox, OneDrive, and SugarSync.
17. **Scanning remotely:**
  - a. **Genius Scan** -Genius Scan+ turns your iPhone/iPad into a pocket scanner. It enables you to quickly scan documents on the go and email the scans as

JPEG or PDF. In addition to email, Genius Scan+ provides easy upload to Dropbox, Evernote and GoogleDocs. The Genius Scan+ scanner technology includes smart page detection, perspective correction, image post-processing.

- b. **Google Drive.** While frequently thought of more in terms of a storage option (which it is), it also can serve to be a scanner on your phone or iPad. One of the valuable functions that it serves when you use it to scan documents from your phone is the automatic OCR feature. Whether lunch receipts or copy of a signed contract, Google Drive allows you to save a copy of important documents on the go. (Once you open the app, tap the bottom right corner where it says “Add” – tap scan and take a photo of the document that you would like to scan.)

## LITIGATION

- 18. **TrialPad** – in my experience, this app provides the best way to use your iPad to display documents, movies, and graphics of any kind at a trial, or at a mediation. It organizes the stuff you need by case, and provides you with multiple ways to display documents (i.e. – with or without annotations, edits, redactions, or call-outs.) From an iPad standpoint it is comparable to the desktop versions of programs like Sanction and Trial Director.
  - a. **ExhibitView** –alternative to TrialPad. It does basically what TrialPad does, but it also has a desktop companion tool, so it has the advantage of allowing you to transfer your case file between your office computer and the iPad. It also has something called Witness Mode, which lets you give your iPad to a witness so that he or she can view and annotate an exhibit but without seeing any other documents in the case file.
- 19. **TranscriptPad** –an excellent app for reading and summarizing transcripts on the iPad from the developers of TrialPad. You can work with all of your deposition transcripts, search through the whole case, color-code certain case issues, and send out summary reports.
- 20. **Timeline 3D** – timelines can be effective for helping a judge or jury to understand a case. This app lets you create a list of events, add media (such as images or PDFs to events), and then turn it all into a visual timeline that can be presented full screen and with 3D perspective.
- 21. **Fastcase** –free to create account on iPad (also through LSBA). It provides free advance sheets for courts that you are following.



- 22. **WestlawNext** – Free app, but it does require a current Westlaw subscription. This app gives you the ability to search, KeyCite, save, and highlight materials.
- 23. **iJuror** –allows you to configure seating chart, then you can add information and notes about the jurors by tapping on the seating chart. When jurors are dismissed you simply drag them off the seating chart. Information can be shared among multiple devices via DropBox or via Bluetooth with other nearby devices.
- 24. **Rulebook** – Federal rules –evidence, civil procedure, criminal procedure, appellate procedure. Also provides local state district and appellate court rules. Also, it is the official provider of the Bluebook app.
- 25. **Civil Code** – The complete Civil Code in your pocket. Created by a Louisiana attorney with a computer science degree from Duke. You can search for a particular article or review an entire section to see the articles in context. Notably it offers offline access and allows you to highlight and bookmark.
- 26. **Our Family Wizard** –a co-parenting app designed for divorce and custody issues. The app provides parents with an easy and simple way to access parenting time, visitation schedules, events, color-coded custody calendars and more. Users can use it to send a receive messages, create events, as well as manage and shared child expenses. There is a fee, but you can set up plan for your firm to be used by each client.
- 27. **Page Vault on Demand**. This software will capture any website or an entire social media profile to allow you to capture it before any changes are made. Additionally the company can provide an affidavit to assist in authenticating your data. One of the most helpful things about Page Vault is its Facebook expander feature which auto expands all of the comments on a Facebook page so that you don't have to go through and manually open each.

## MISCELLANEOUS

- 28. **Google Maps and/or Waze** –both have been rated as more accurate than Apple's own map app. You can select travel routes depending on whether traveling by car, foot, or public transportation. It also provides estimated travel times, and with Waze even be alerted of upcoming speed traps. Both apps will provide alternate route options, even in the middle of a trip, to take into consideration developing travel conditions and accidents.
- 29. **Google Goggles** –search Google using images instead of words. Google Goggles is an augmented reality app that lets you search for stuff just by snapping a photo of an item. Simply point the app at a book, product, or street sign, and Goggles can

provide facts about it. The app is perfect when you need to find out more information about a product on store shelves or a painting at a local gallery. It is particularly good at identifying barcodes, products, famous landmarks, storefronts, artwork, business cards and print ads.

30. **Google Alerts** – [www.google.com/alerts](http://www.google.com/alerts) - enter your search term and the level of frequency you would like to receive an alert. This is an excellent and simple tool for attorneys to track case information, opposing parties, subject areas, or lawsuits in real time.
31. **App in the Air** –perfect companion for anyone taking a flight. The app helps users to fly smarter by providing airport information such as the best restaurant and Wi-Fi locations.
32. **Around Me** –a simple app that does just what it says –it shows all the places around you. Search by category to find what you want, or simply click “nearby” to see a display of all the places around your current location. It shows almost everything including: coffee shops, gas stations, hospitals, hotels, movie theatres, parking, restaurants, and ATMs.
33. **Dark Sky** –hyper-local rain information. Its beauty is that it accepts that weather is hard to predict and so instead focuses on the immediate future instead. It predicts the weather for your exact location. It is so specific that it will let you know that the rain is going to let up in 3 minutes and resume torrentially in 15 minutes.
34. **Find My iPad** -This app is not so much fun in itself, but it will allow you to KEEP having fun with your iPad in the event that you and it become separated. It will show you where your iPad is on a map, play a sound so to assist you in locating it, protect the contents with a passcode, or even remotely wipe all of the contents.
35. **Legal Typist** – [www.legaltypist.com](http://www.legaltypist.com) – the right people paired with the right technology to securely and professionally get the work of attorneys and law firms done. Their services include digital transcription (email, upload, or call-in); time entry and billing; desktop publishing – ebooks; research assignments; website maintenance; drafting blog posts; and more.
36. **Ruby Receptionist** – [www.callruby.com](http://www.callruby.com) – the smart and cheerful team of virtual receptionists trained to make a difference in your day. They are so good that callers think they work in your office.
37. **SnagIt** - SnagIt is the ultimate screen capture tool. Whether you are documenting your internal office processes for new employees, or putting together a presentation, SnagIt allows you to create video from your computer screen as you demonstrate a process or program. You can use it to capture and comment on images as well as create callouts.