

The NETWORK

INTEGRATING KNOWLEDGE AND CONNECTIONS

411 FOR
YOUR 401(k)



p. 9

Book Review



p. 12

Time Management



p. 16

Chapter Wins Award

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THE NETWORK

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GET THE KETCHUP YOURSELF!

JUDITH PAWLOSKI, CLM
PETERSON BERNARD

Many years ago, when my daughters were younger than they are today, we went to breakfast at a restaurant with several friends. The frazzled waitress was clearly overwhelmed by the requests and demands at our table. The plate of scrambled was set before my older daughter and the waitress quickly walked away to service another table. My daughter wanted ketchup with her eggs. Patiently, she waited for the waitress to return so she could request a bottle of ketchup to accompany her eggs. Many minutes passed. Everyone at our table was eating and her eggs were getting cold. The service station for the waitresses was not far from our table and was clearly visible and stacked with bottles of ketchup. Finally, after having been more than patient for the return of the busy waitress, my daughter got up, went to the service station and retrieved a bottle of ketchup for her eggs. This simple, yet profound act has motivated our family ever since. If you want the ketchup, get up and get it yourself. More simply put, if you want to get something done, do it yourself.

If you want that job, make it happen. If you want that fit body, exercise and eat well (still working on that one). If you want to go to college, apply, make time, make it happen. If you do not like your current career path, change it.

While many of us understand we are not really in total control of our lives, there are certainly many aspects of our lives that we can affect and influence by our actions. Alison Levine, polar explorer and Keynote Speaker at the recent ALA Annual Conference in Nashville, advised "You cannot always control the environment, but you can control your reaction to the environment." Even our inactions impact our lives.

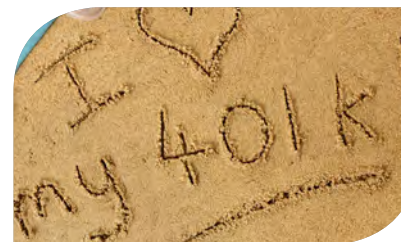
Education is singularly one of the most important and positive ways to impact our lives, professionally, financially and intellectually. Stop blaming others – your parents, your spouse, your ex-spouse, your responsibilities to your children, lack of finances. If you never obtained that college degree, take online or Saturday courses and get it done. That MBA? You can do it!

Know too that education comes in many forms. Obtain certifications in your area of expertise such as the ALA's Certified Legal Manager ("CLM"), or specialty certifications through the Society of Human Resources. Outside your profession or career, explore your passion, take classes in cooking, gardening or become a personal trainer, or even a certified yoga instructor. And . . . just read. Everything. Always. Voraciously.

Education is learning. Learning is growing. Growing is living. Don't wait for the waitress, the right time, the right partner, the right job . . .

Get up and get the ketchup yourself!

4



411 for Your 401(k)

9



Book Review:

Decide: Work Smarter, Reduce Your Stress and Lead By Example

12



Time Management

How to Lose Weight, Make More Money & Retire Rich!

20



Upcoming Events

16



Chapter Wins Prestigious Award

14 & 18



Member Spotlights

411 FOR YOUR 401(k)

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As consumers around the country prepare for the end of summer, many are getting organized for back to school season. This is also an opportune time to make a checklist to clean up your financial house and conduct an annual review of your 401(k) plan so that you are taking advantage of all the benefits it can offer.

If you are like most working Americans, your 401(k) plan is the cornerstone of your retirement savings. Following the below tips can help you be ready to retire with the dignity and financial security you expect and deserve.

Tip #1: Establish a Retirement Plan For Your Firm

If you're a small firm owner or partners, and don't sponsor a retirement plan for yourself and your employees, you should strongly consider it. Nine out of ten lawyers (90%) work for firms that have fewer than ten attorneys. The preponderance of small firms is a distinct characteristic of the legal community. Unfortunately, this also means that an employee's access to a retirement savings vehicle such as a 401(k) may be limited. A 2011 survey conducted by the Employee Benefit Research Institute estimates that access to an employer-sponsored retirement plan is lower with smaller employers. As a matter of fact, only 17.3% of Companies with fewer than ten employees sponsor a retirement plan. The first step to meeting your retirement needs is having access to a plan. It's also a great way to attract and retain talented

INVEST FOR THE LONG-TERM

Discipline yourself to maintain your allocation through down markets as well as up markets. Having a properly diversified portfolio will help make any market swing easier to digest.

CONSIDER A FINANCIAL PROFESSIONAL

Research suggests that those who spend time with a financial professional save more than their peers who do not, with greater investment knowledge and confidence in their ability to enjoy retirement.

employees. If you're not sponsoring a plan today, think about establishing one.

Tip #2: Enroll in your Plan

If you haven't yet enrolled in your 401(k) plan, make it a point to do so now. People are living longer now than ever before. According to a 2011 report by the U.S. Census Bureau, the U.S. is projected to have 9 million people above the age of 90 by 2050—this is up from 1.9 million in 2010... and 720,000 in 1980. This means our nation's 90-and-older population has nearly tripled over the past three decades...and is projected to quadruple over the next four decades. These longer life spans, coupled with spiraling healthcare costs, the uncertain future of Social Security and the decline of public pensions means individuals are increasingly responsible for funding their own retirement. Contributing to a 401(k) plan can put you on the right track to be able to fund your retirement years. The money you contribute is tax-deferred from both federal and state income taxes, which means you don't pay taxes on the contributions until you withdraw the funds, typically at retirement age. For example, if you are in the 28% tax bracket and you invest \$5,000 a year, that's \$5,000 of your salary on which you are not paying taxes. This reduces your annual tax bill on that \$5,000 by nearly one-third—\$1,400 (\$5,000 x .28). Furthermore, contributions to the plan are deducted automatically from your paycheck, making the process seamless for you. By contributing even a small amount on a regular basis, you can build substantial wealth over the long-term. Even just one or two percent can make a

big difference.

If you're unsure about how much you should contribute, take advantage of the many helpful online tools and resources available to you, such as Voya's MyOrangeMoney (Voya.com). These tools offer an easy way for you to determine how much you need to save to reach your retirement income goal, and how different contribution rates will impact your retirement savings.

Tip #3: Leverage Both Pre-tax and Post-tax Contributions

If your plan allows for both traditional pre-tax and after-tax (Roth) contributions, evaluate which is a better option with your individual situation. You also have the option to split the deferral types. While pre-tax contributions allow you to contribute to the plan on a pre-tax basis, Roth contributions allow you the opportunity to grow these contributions tax-free. This is a valuable feature if you believe your taxes will be higher when you retire, since you will pay taxes on the contributions now based on a lower tax bracket and pay no taxes on the earnings when you retire.

Tip #4: Take Advantage of Matching Contributions

If your employer offers a company match, take advantage of it! This is a valuable benefit where your employer will match your contributions—typically capped at a percentage of your pay. For example, a company may offer a dollar-for-dollar match up to 3% of pay, or, a 50% match up to 6% of pay. Find out what your employer will match and, at the very least, contribute enough to take advantage of the match.

Tip #5: Make Catch Up Contributions

If you are age 50 or older (or will be by the end of the calendar year) and your plan allows, take advantage of the "catch-up" provision. Legislation has made it easier for you to save more for your retirement with the permanence of the "catch-up" provision outlined in the Pension Protection Act of 2006. In addition to the general deferral limit of \$17,500 for 2014, you can contribute an additional \$5,500 for a total of \$23,000. This means if you are 50 years old this year and haven't started saving for retirement, you can contribute as much as \$225,000 over the next ten years—tax-deferred—to your 401(k) plan. When you consider the potential of compound earnings, this can add up to significant savings.

Tip #6: Keep your Savings Working for You

Even if the plan allows you to borrow from your plan, think twice before doing so. While it may sound appealing, borrowing from your 401(k) reduces the benefit of tax-free compounding that is the key to building up savings. Although sometimes unavoidable, before you make the decision to take a loan, there are a few considerations to take into account:

- You will pay interest on the loan with after-tax dollars, thereby losing the tax advantage.
- You will pay taxes a second time when you eventually withdraw the money in retirement.
- Interest on the loan is not tax-deductible, even if funds are used for a home purchase.

- Most loans must be paid back within five years, but if you leave your job, the loan must be paid back in full immediately or the amount becomes a taxable withdrawal.

Tip #7: Invest for the Long-Term

Once you set your investment allocations, be patient. Predicting the market is not like predicting the weather. There are no high-tech gadgets or radar systems to predict the highs and lows that may lie ahead. It's critical to remember that what is important is time in the market, not timing the market. Discipline yourself to maintain your allocation through down markets as well as up markets. Having a properly diversified portfolio will help make any market swing easier to digest. Conduct an annual review of your plan to confirm your allocations

still align with your life stage and economic circumstances.

Tip #8: Consider Spending Time with a Financial Professional

Research suggests that those who spend time with a financial professional are saving more than their peers who do not, with greater investment knowledge and confidence in their ability to enjoy retirement. If you have never received help from a financial professional before, this is something to consider pursuing.

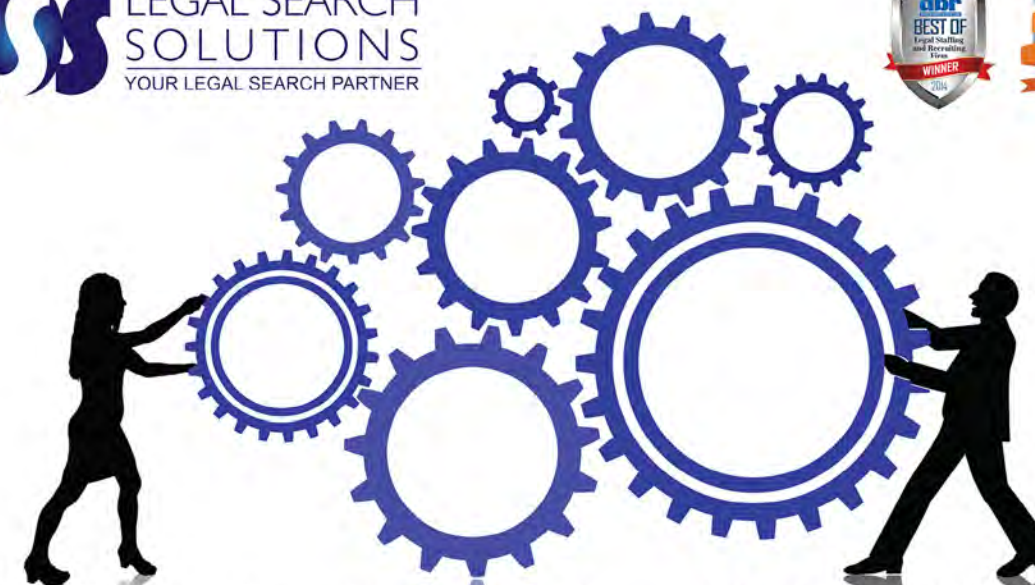
Information is power—knowing how to take advantage of these simple—but important—tips, can positively impact your ability to live comfortably in retirement.

About the ABA Retirement Funds
The ABA Retirement Funds, an

affiliate of the ABA, is dedicated to helping lawyers with their retirement by providing fully bundled retirement solutions for law firms of all sizes. Established in 1963, the organization has nearly 3,700 law firm retirement plans, 37,000 participants, and more than \$5 billion in assets in the ABA Retirement Funds Program (www.abaretirement.com).

The information in this article is believed to be reliable. However, this newsletter is distributed with the understanding that the ABA Retirement Funds Program is not engaged herein in rendering legal, tax, accounting, investment management or other professional advice.

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Book Review: Decide: Work Smarter, Reduce Your Stress and Lead By Example

Steve McClatchy
John Wiley & Sons, Inc.,
Hoboken, New Jersey.
ISBN 978-1-118-55438-8
2014
Reviewed by:
[Vicki L. Smith-Bilt](#),
[SPHR, CLM](#)
Greenberg Traurig

Twenty years from now you will be more disappointed by the things you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.
—Mark Twain

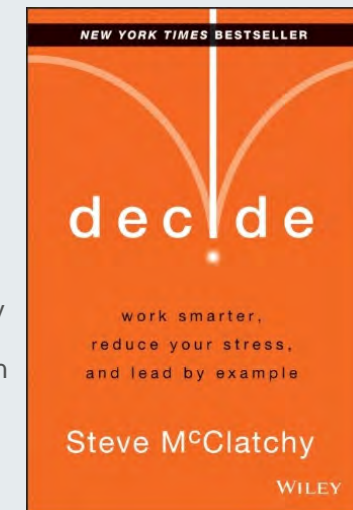
Greenberg Traurig chose Decide for its most recent book club reading and discussion. It was a terrific choice! In fact, I would challenge you: If you make time to read only one business book this year, make it this one.

As the author states in the preface, "Decide aims to help readers lead toward improvement in

their business and their life by teaching them how to make better decisions based on the real results they want to experience. Decide explores what drives us to do the things we do each day." (xv)

McClatchy begins his exploration of this topic by discussing the two forms of human motivation, Gain and Prevent Pain. Every time we feel compelled to take an action—go to work, make a phone call, spend money—we are motivated by either moving toward something we want (Gain), or preventing the loss of something we have (Prevent Pain). In some cases, both motivations exist: Gain (get healthier and lose weight) and Prevent Pain (prevent illness and weight gain). Once we realize this, we can categorize and prioritize everything we do.

A simple way to categorize Prevent Pain tasks are simply those things that you must do: repair, maintain, clean, feed,



keep up with, pay for, or care for. Prevent Pain tasks go on and on—they never actually go away; they just repeat.

Gain tasks, on the other hand, make us feel accomplished rather than just busy. A quick reference list for Gain tasks:

- A Gain task is never urgent
- You don't have to

complete a Gain task

- You can't delegate a Gain task to anyone else - Delegation is where the time comes from for us to move Gain tasks forward

He then gives comprehensive coverage of this concept with many easily-identifiable examples. He notes "Tasks that you are driven toward by Gain produce more significant positive results in your life and your business than tasks that you are driven toward by Prevent Pain." (8)

From this discussion logically comes a discussion of time management and task prioritizing. We're all familiar with the A, B, C method of prioritizing tasks, which quickly morphs into all A tasks, because if it's a C, you don't really need to do it. McClatchy redefines prioritizing as:

A = Gain tasks
B = Recorded Prevent Pain tasks
C = Prevent Pain tasks

Results Produced:

A = Goals, leadership, improvement
B = Important maintenance responsibilities
C = Maintenance

Another way to understand the differences between the two motivators of fear and desire: We fear the pain of consequences of not doing something we "have to" do. We desire the results brought on by Gain and movement in our lives. (61)

The final section of Desire focuses on effective time management techniques, based on the Gain/Prevent Pain task viewpoint. I'm always on the lookout for new, exciting information and techniques for effective time management, and I was pleased to experience a few "aha" moments while reading his.

As McClatchy notes, we need both consumption and creation goals in our lives to feel balanced and to battle burnout. (52) It's helpful to keep this in mind as you plan and manage your time. You say you have no time to plan? McClatchy recommends spending 5 minutes each day making a daily plan, making it a habit, and reaping these benefits:

1. You Don't Forget Things
2. You Get More Done in Less Time
3. You Are Proactive, Not Reactive
4. You Make Better Decisions
5. You Can better Recover from Interruptions

Finally, he discusses the impact of these habits on leadership. This is the shortest section of the book, but one of the most powerful. I will end this review with two paragraphs from McClatchy's discussion of leadership. I hope it will inspire you to read the book and put its tenets into action!

Do You Make Leadership Decisions?

Your decisions and their consequences determine who you are—and whether or not you are a leader. Whether they result in leadership, management, or mismanagement, they are what

define you. If your decisions move things forward and improve the situations around you, then you are a leader. If your decisions lack the courage, ingenuity, vision, or effort to make any sort of improvements, then perhaps you have been a good manager; that is, you have been adept at keeping things the way they are and maintaining the status quo but not necessarily at enhancing anything. If you've made your decisions based on ego or emotions such as resentment, envy, or selfishness, then perhaps you have mismanaged your responsibilities and left things worse off than they were before.

Business leadership is about forging new paths and moving an organization forward from where it is today, rather than keeping things the way they are. Similarly, personal leadership is about leading your own life in the direction you want it to go, rather than following other people's ideas of what your life should be. In business and in life, Gain does that for you. It's hard to identify what makes you unique if all you do every day is fulfill Prevent Pain tasks like everyone else—showing up for work, taking out the trash, and paying the bills. What do you do that's unique from anyone else? What have you improved? What have you created? What have you done that you didn't have to do? Your Gain tasks are what distinguish you from other people. Pursuing Gain and making improvements is leading—yourself and others. These are the activities that will prevent burnout, make your efforts worthwhile, bring satisfaction and balance, and generate the momentum to keep you going. (152-153)



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HOW TO LOSE WEIGHT, MAKE MORE MONEY AND RETIRE RICH!



Bernadette E. Peters, CLM
Horr, Novak & Skipp, P.A.

This article may not help you lose weight, but if you adopt the time management practice outlined below you should become much more efficient and effective, thereby making yourself more valuable and so you should earn more money. This should, in turn, result in your having much more money when you retire. How's that for logic?

How, you ask? By using the "Pomodoro Technique" to increase your productivity and efficiency. Those of you with an Italian background or who, like me just like to eat Italian are asking yourselves – "What does a tomato have to do with being more productive?"

(Pomodoro is tomato in Italian). Well, it turns out quite a lot. Not the tomato but the technique. I have no idea why it's named after a tomato.

Google "Pomodoro Technique" and you will find a lot of information regarding this time management method. I'm not going to go into the history or science in this article. I can see your eyes glazing over already. What I am going to do is share what I discovered when reading the book, "A Mind for Numbers" by Barbara Oakley and taking an online course "Learning How to Learn" through Coursera which was taught by the author.

You can read the book if you want the science and an excellent explanation as to why this works, or if you just want to read an excellent book on how the brain functions and how to grasp new and difficult concepts. Those of you with kids in school should definitely read this book. I wish I had this book when I was in school and also when my son was learning math, (never my strong subject).

As most of you know, the multi-tasking that was in vogue years ago is terrible when it comes to actually working efficiently. It also turns out that my grade school teachers knew what they were doing when

they limited classes to 25 minutes and a 5 minute break to walk to our next class. Science has proven that 25 minutes is all the time the brain can focus effectively. The Pomodoro Technique, in a nutshell, is committing to 25 uninterrupted minutes of focusing on whatever task you prioritize. No interruptions or distractions. There's even a free Pomodoro app that will time your session for you that you can download to your phone. After you complete your Pomodoro, take a break. Walk to the kitchen for coffee, check on the staff, take a little walk around the office but stop what you are doing for 5 – 10 minutes and clear your mind. Then,

start another Pomodoro – either completing the task you were doing if it's unfinished, or moving on to the next task. That's it. It's very simple but incredibly effective.

Try it for yourself. I've found it to be incredibly useful, especially when working on spreadsheets or accounting. I'm using it while writing this article. Train your staff not to interrupt you while you are doing a Pomodoro. They may look at you a little strangely but that's probably nothing new. Share it with your firm. Time flies by using this method and you get much more done. Not bad for a technique named after a tomato.



MEMBER SPOTLIGHT - LAURA ST. PETER

Title: Office Manager and Director of Benefits Administration

Firm: Weiss Serota Helfman Cole & Bierman, P. L.

Firm Size: 61 attorneys – 102 total employees

Years in Field: 17 years- 3 firms

What do you enjoy most about your job: New employee onboarding!

What do you dislike most about your job: Dealing with staff discipline issues

What impact has ALA had in your job performance?: The ALA has been a gold mine for me. The resources on the local chapter as well as national website are phenomenal. The opportunities to network with other legal office managers has enhanced my career as well as my personal life. Answers are always a click or a phone call away. I am truly grateful for the ALA.

The most difficult situation I have had to deal with was: A substance abuse issue with an employee.

In my role, I never thought I'd have to: Play such a major role in the daily administration of attorneys.

In the office I try to set an example by: Complying with all office policies and procedures as expected by the staff and "getting my hands dirty" by spending one day a week actively participating in a job function; this week, I spent Monday with Office Services. I made coffee, set up conference rooms, copied, scanned, mailed, etc. I think it is important for staff to truly believe you understand exactly what they do and how they contribute to the success of the firm.

If I weren't in my current position, I would like to be: A nurse practitioner. That still may happen one day.

Favorite Musical Artist: Matisyahu

Favorite TV Program: Sons of Anarchy

Last Book Read: I have started several and have not completed any of them lately. One of my all time favorites is a little book called Don't Sweat the Small Stuff at Work.

Hobbies: Ice skating, painting, decorating, planting new flowers in spring



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MEMBER SPOTLIGHT - JOANNE KLEMOW

Title: HR Manager

Firm: SHD Legal Group, P.A.

Firm Size: 87

Years in Field: 30

What do you enjoy most about your job: *The variety of things to do to keep the office running smoothly*

What do you dislike most about your job: *Layoffs and Cliques*

What impact has ALA had in your job performance? : *When I first started in legal as a Firm Administrator the ALA was amazing. I learned a lot about the legal industry from going to the monthly meeting, education seminars and other Administrators. The ALA is still amazing and when I need a vendor or have a question, I turn to my long time peers.*

The most difficult situation I have had to deal with was: *Bullying*

In my role, I never thought I'd have to: *Babysit on take your child to work day*

In the office I try to set an example by: *Treating staff the way I like to be treated.*

If I weren't in my current position, I would like to be: *An architect*

Favorite Musical Artist: *Steve Perry - Journey*

Favorite TV Program: *Law and Order, The Good Wife, Empire*

Last Book Read: Changing Places: *A Journey with my Parents into Their Old Age Paperback – August 1, 2001 by Judy Kramer*

Hobbies: *Jewelry Making, Sewing, Art and Crafts, Reading, Cats*



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Wed., July 15, 2015

[Miami Monthly Lunch](#)

11:45 - 1:30 PM
Hyatt Regency Downtown
Topic: Project Management
Presented by OTS Legal

Wed., July 15, 2015

3:00- 4:00 PM [Webinar: Creating Positive Leadership](#)

Broward, Miami-Dade
and South Miami

Sat., July 18, 2015

[ALA Summer Social Event Family Picnic & Kickball Tournament](#)

3:00 - 6:00 PM
Tropical Park

Thurs., July 20, 2015

[Happy Hour - South Miami](#)

5:30-7:30 PM
Barley An American Brasserie
Sponsored by UPS

Sat., August 1, 2015

9:00 - 11:00 AM [2016 Calendar Planning Meeting](#)

Genovese Joblove,
Ft. Lauderdale

Sat., August 1, 2015

9:00 - 11:00 AM [2016 Calendar Planning Meeting](#)

Genovese Joblove,
Ft. Lauderdale

Thurs., August 6, 2015

3:00- 4:00 PM [Webinar: Keys to Interpreting Benchmarking Information to Drive Performance Improvement](#)

Broward, Miami-Dade
and South Miami

SAVE THE DATE



FRIDAY,
OCTOBER 30TH
2015

ALASOFLA Golf Tournament
Miami Shores Country Club

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