



Inside this issue:

WELCOME NEW MEMBERS	1
CREDENTIAL RENEWAL	1
SCHOOL DRIVE	2
9 SIMPLE HABITS TO JUMPSTART YOUR PARALEGAL PRODUCTIVITY	3
BOARD HIGHLIGHTS	4
CONGRATULATIONS GRADUATES	7
OFFICERS	8
BOARD OF DIRECTORS	9
COMMITTEE CHAIRS	10

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WELCOME NEW MEMBERS

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Maria Martin, Mandracchia Law, LLC
Lily Walker, student Community College of Philadelphia

ATTENTION

Credential Renewal Reminder

NFPA PACE Registered Paralegals
NFPA CRP Certified Registered Paralegals
Pa.C.P. Credentialed Paralegals

Credential renewal extension
***All renewals due March 30th through December 31st**

DUE DECEMBER 31st

NOW is the time to submit your renewal application and proof of CLE.

For more information, visit:
RP and CRP – www.paralegals.org or
Pa.C.P. – www.keystoneparalegals.org



Back to School Drive

The Montgomery County Office of Children and Youth (OCY) serve children who are at risk of, or have suffered abuse or neglect. Many of these children are in low-income families. Each year, OCY holds a Back to School Drive to provide needy kids in Montgomery County all the necessary tools to start the new school year.

During our CLE's we will be collecting the following items

Backpacks	Binders	Crayons	Colored Pencils
Combination Locks	Composition Books	Disinfectant Wipes	Erasers
Flash Drives	Glue/Glue Sticks	Hand Sanitizer	Headphones
Highlighters	Index Cards	Kleenex	Loose Leaf Paper
Flash Drives	Glue/Glue Sticks	Hand Sanitizer	Headphones
Highlighters	Index Cards	Kleenex	Loose Leaf Paper
Lunch Bags	Notebooks	Pencils	Pens
Pencil Cases	Pocket Folders	Rulers	
Safety Scissors	Scientific Calculators		

If you cannot join us for a CLE consider making a firm or personal donation.

Collection information below.

OCY requests all items be donated by August 15, 2019, so that children will have them in advance of the first day of school. If you have any questions, or would like to arrange for a donation pick-up, please contact Veronica Hilghman at 610-278-5885 or vhilghma@montcopa.org

9 Simple Habits to Jumpstart Your Paralegal Productivity

Published in My Paralegal Place

<https://myparalegalplace.com/9-simple-habits-to-jumpstart-your-paralegal-productivity/>

Productivity means different things to different people. For some, it means working your way through your to-do list, accomplishing every task before day's end. For others, it means staying busy all day, always keeping those feet moving or fingers typing. Yet for others, it can mean being productive at work in order to free up time for pleasurable activities, such as getting to the gym or spending more time with family at the end of each day.

Regardless of your definition of productivity and what it looks like to you, all paralegals and legal assistants can benefit from the same productivity tips that others rely on to get more done, stay more relaxed, and find more balance. We offer you nine of those tips below.

Tip 1: Wake up earlier

Wake up earlier—you'll find this productivity tip in almost every bit of advice you come across. However, you have to be intentional about how you'll spend this extra 30 minutes each morning. It's easy to get up earlier and still be rushing out the door when it's time to go. Think through how you'll use this extra time and plan ahead the night before to make sure this is 30 minutes well spent.

Tip 2: Create daily to-do lists

Think about the things you do (or want to do) on a daily basis and write them down. This is the start of your daily checklist. This checklist will keep you sane and on task during the day, especially as lawyers are spinning you in a million directions to get tasks accomplished. [Experts say](#) to-do lists definitely make us more productive, even if we don't complete everything on the list. (Hint: To be even more productive, create this list at the end of the day before you leave the office so you can hit the ground running in the morning.)

Tip 3: Avoid your email—at first

It's so easy to get to your desk and check email first thing, but for a paralegal, that can be a bad way to [start a productive day](#). Instead, stay away from email for the first hour when you get to the office. It's a hectic, crazy mess once you get there, and you need to plan your day and tackle your hard tasks (see the next tip). Email can be a huge distraction and time waster, so postpone it until after your day is off to a productive start.

Continued on Page 5

HIGHLIGHTS FROM THE JUNE BOARD OF DIRECTORS MEETING

The Board met via Zoom on June 4, 2020.

Membership at the time of the meeting stands at 94 members. The Association has been receiving new members despite the COVID-19 closures.

The May webinar went well. The Planning Committee is working on another webinar at the end of June to be held in the evening. It is planned that the breakfast meeting that was canceled in March will be held in October.

The Membership Committee will be preparing a membership directory to be distributed to the members of the Association.

NFPA has rolled out its Fast Track Pilot Program which aims to simplify the renewal process for RP's and CRP's. Details are found on NFPA's website.

If you have any questions or comments regarding any of the Board items mentioned above, or any items you would like the Board to discuss, please contact Dana Jorna (djorna@kanepugh.com) or any Board Member.

The Board will meet again in person at the law office of Dischell, Bartle & Dooley, or via Zoom on September 3, 2020 at 6:00 pm.

Please join us for our next Board meetings!

September 3, 2020

October 1, 2020

November 5, 2020

December 3, 2020

Start times are 6PM

Tip 4: Do first things first

To be a productive paralegal, tackle your number one priority at the start of your workday. For many of us, that high priority item is usually something we have been putting off because it is a daunting task or an unpleasant one. Yet getting it out of the way at the start of the day frees you up to be more productive as you're better able to focus on the rest of the items on your to-do list.

Tip 5: Follow the 5-minute rule

Speaking of daunting tasks, try following the 5-minute rule, meaning stick with it for 5 minutes. If you can commit those 5 minutes to actually getting the project started—without any interruptions—you're more likely to see the project through right then and there.

Tip 6: Capture good ideas

Is your brain constantly churning? You'll get great ideas all day long but won't have time to act on them, so write them down because you might not remember them later. We include this tip as a productivity helper because it might be that one of your good ideas is going to lead to more productivity later!

Tip 7: Know your energy patterns

Some people work better in the morning, some mid-day, some afternoon. Determine the time of day when you have the most energy, and schedule your challenging projects accordingly. Then schedule meetings or save less intense work for those times when your energy is lower or your brain power isn't as strong as it could be. Everyone has a down-time. There's nothing wrong with that. But being more productive means knowing when that down-time is and working around it.

Tip 8: Take breaks

Like waking up earlier, taking breaks is a productivity tip you'll find recommended consistently across the board. And research helps to explain why: In one study, the highest-performing 10% of workers tended to work for 52 consecutive minutes followed by a 17-minute break. Your body and your brain need to get up and stretch, to get a little distance between you and your desk and get your blood flowing again. Plan short breaks into your day and you'll be more productive at the end of it.

Continued on Page 6

Tip 9: Take care of yourself

If you're not taking care of yourself when away from work, you won't be a productive version of yourself when you're at work. Take sleep, for example: If you don't get enough of it, you're sluggish and slow at work. A Harvard study concludes sleep deprivation costs American companies \$63.2 billion per year in lost productivity. In addition to getting enough sleep, you must eat well (including during the workday) and exercise to keep your energy level up. Beyond that, you also need to simply do what recharges your batteries and makes you happy, whether that's reading books or spending time with friends, or whatever. Taking care of *you* makes you able to take care of work.

Finally, stay focused. According to Forbes.com, 89% of employees admit to wasting time at work. Even a busy paralegal juggling multiple tasks all day long can inadvertently waste time by checking texts on a cell phone or getting interrupted by a co-worker. Train yourself to make work about work, make these nine tips a habit, and be the productive paralegal who can walk out the door at the end of the day knowing all the important tasks are done and your evening is yours to spend however you'd like.

WORD CORNER

Blithesome

**Waking up to sunny spring weather put me
in a blithesome mood.**

Enjoy the outdoors!



**MCPA SENDS A SHOUT OUT TO ALL
THE GRADUATES OF 2020**

YOU DID IT!

KEEP REACHING FOR THE STARS



OFFICERS

**Dana Jorna, Pa.C.P.—President**

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Dana is a Litigation Paralegal at the law firm Kane Pugh Knoell Troy & Kramer, LLP. She has been a member of the Montgomery County Paralegal Association since 2013, and a board member since 2018. More recently, she has become the MCPA's Job Bank Coordinator and co-chair of the Community Outreach & Pro Bono committee.

**Tracey Barnes, Pa.C.P.—Vice President**

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Tracey is a Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She has been an active member since the organizations inception in 1999 and has been a Board Member, Secretary, Treasurer and President. She is currently the Keystone Alliance of Paralegal Associations Credentialing Chair. In 2017, she was appointed as the CLE-Associations Co-Coordinator for the National Federation of Paralegal Associations (NFPA).

**Christopher Gregg—Treasurer**

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Chris works for the law firm, Kane, Pugh, Knoell, Troy & Kramer as a Paralegal. He has been an active board member for the past 3 years and serves as its Social Media Committee Chair. Chris was born and raised in Willow Grove and still resides there with his family and their dachshund Queenie.

**Deborah L. Arbuckle, Pa.C.P.—Secretary**

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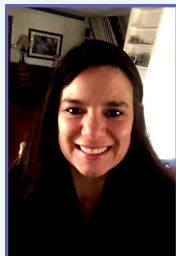
Deb is a Paralegal at the law firm Kaplin Stewart Meloff Reiter & Stein in its Blue Bell office. She has been a member of the Montgomery County Paralegal Association since 2003, serving as a board member from 2007 through 2011. Debbie has also co-chaired the MCPA Marketing Committee and currently co-chairs the Pro Bono and Community Outreach Committee. She has served as the primary delegate for the MCPA to the National Federation of Paralegal Associations for 10 years.

BOARD OF DIRECTORS**Noreen Messmer, Pa.C.P.**

Noreen is a Paralegal with the law firm of Ford & Buckman, P.C. in Blue Bell and has worked with Sarah Ford, Esquire for over 40 years. She has been a Board member since 2010 and also serves on the Hospitality/Planning Committee. Noreen lives in Blue Bell and is the mother of three and Nana to three granddaughters.

**Trista L. Davis, Pa.C.P.**

Trista is an Estates Administration Paralegal at Kozloff Stoudt Attorneys in Wyomissing. She attended Central Pennsylvania College completing the Paralegal Program and graduated in 2009. In 2014, she received her Pa.C.P. certification through the Keystone Alliance of Paralegal Association. Trista lives in Douglassville with her husband and son.

**Lisa Effrig Lagreca**

Lisa is a Municipal Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She recently graduated Summa Cum Laude from Bucks County Community College's Paralegal Program and plans to attend Pierce College in the fall. Lisa is a mother of four and grandmother and has been a member of the MCPA since 2018.

**Jennifer L. Echikson, Pa.C.P.**

Jenn is a Family Law Paralegal at the law firm of Dischell Bartle & Dooley P.C. in its Lansdale office. She graduated from Peirce College in 2009 with a Bachelor of Science in Paralegal Studies. She became a certified paralegal through the Keystone Alliance of Paralegal Association in 2015. Jenn is on the planning and outreach committees for the MCPA and is also membership chair of the Family Law Paralegals of Pennsylvania.

**Karen D. Manzanares**

Karen is a Law Clerk for Attorney Michelle A. Fioravanti and recently became a realtor. After graduating from Villanova University she spent 22 years as a law clerk for the Governor's Office, Pennsylvania Department of Transportation (PennDOT) Chief Counsel in King of Prussia.

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