LAW OFFICE MANAGER™
Learn More, Earn More, Be a Better Administrator

Presenter

Monica Sandler
MCT, MCOM

Moderator

Catherine Jones
Editor
Law Office Manager

Excel Data Management

Excel Data Management

MONICA SANDLER, MCT, CMOM

@MLSandler

mldsandler@gmail.com

What We Will Cover

- Examples of Bad Data Design
- What Does Good Data Design Mean?
- Planning and Organizing Data
- Formatting Data
- Getting Answers
- FAQs
- Your Questions

Take our brief survey and let us know how you liked today's webinar

www.surveymonkey.com/PVYTNZM

LAW OFFICE MANAGER™
Learn More, Earn More, Be a Better Administrator

Coming soon!

October 29, 2015

Writing the Employee Handbook

Daphne Gray-Grant

Writing Coach and Author

REGISTRATION IS OPEN NOW

lawofficemgr.com/writing-the-employee-handbook/

LAW OFFICE MANAGER™
Learn More, Earn More, Be a Better Administrator

Coming soon!

NOV 12, 2015

Kanban for Legal Teams

John E. Grant

LAW OFFICE MANAGER™
Learn More, Earn More, Be a Better Administrator