



# The Lawyer's Toolkit for Creating Both Personal and Professional Success

*Michael F. Moore*

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## **The Lawyer's Toolkit for Creating Both Personal and Professional Success** Michael F. Moore

The Lawyer's Toolkit for Creating Both Personal and Professional Success provides an incredible amount of practical guidance and is an essential resource for the lawyer's library. The book can be used as a quick reference guide for individuals or as a teaching tool in lawyer development and mentoring programs.

The book's short, "how-to" chapters highlight all of the non-legal skills necessary for today's professional lawyer and are backed by illustrative, real-life examples. Key topics include learning effective networking skills and expanding your "human web" of contacts; refining your personal marketing by creating your "elevator speech"; learning how to work a room; and mastering basic business etiquette. Law firms will also benefit from targeted discussions on team selling, time management, and law firm leadership strategies. With this resource, lawyers can select specific techniques and apply them in a customized fashion to their unique personality and practice.

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