



**DYNAMIC LEARNING SERVICES**  
WELCOME CHANGE

### **ADHD and Its Impact on Your Practice**

#### **Workshop #2- Problem Management and Decision-Making**

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## Today's Agenda

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- Reflection
- Problem Management and Decision-Making
- Breakout Discussion
- Questions
- Takeaways



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## Reflection Time

- Questions from the last session?
- Changes Made Between workshops



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What is  
problem  
management  
and decision-  
making?



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# What Is The Importance of Decision-Making For Attorneys?

- **Complexity of Legal Issues:** Legal matters are often complex and multifaceted. A structured decision-making process helps attorneys break down intricate problems into manageable components, ensuring that no critical factors are overlooked.
- **Risk Assessment:** Attorneys must assess the potential risks and rewards associated with different courses of action. A systematic approach allows them to evaluate these factors objectively, helping clients make informed decisions that align with their interests and goals.
- **Consistency:** Consistent decision-making is crucial in the legal profession, where similar situations may arise repeatedly. A structured process helps ensure that decisions are made based on a consistent set of criteria, reducing the likelihood of bias or arbitrary judgment.
- **Ethical Considerations:** Attorneys are bound by ethical rules and responsibilities. A decision-making process helps them navigate ethical dilemmas and make choices that align with their professional obligations and codes of conduct.
- **Client Communication:** Attorneys must communicate complex legal concepts and options to their clients in a clear and understandable manner. A structured process allows them to present information coherently and assist clients in making well-informed decisions.
- **Time and Resource Management:** The legal profession often involves tight deadlines and limited resources. A decision-making process helps attorneys allocate their time and resources effectively, ensuring that they focus on the most critical aspects of a case or legal matter.
- **Accountability:** A structured decision-making process provides a clear record of how a decision was reached. This accountability is valuable for both the attorney and the client. It allows for transparency and can be essential in case of disputes or challenges to the attorney's decisions.
- **Minimizing Errors:** Legal decisions can have far-reaching consequences, and mistakes can be costly. A structured approach reduces the likelihood of errors by ensuring that decisions are based on a thorough analysis of all available information.
- **Client Trust and Confidence:** Clients trust attorneys to represent their interests competently and professionally. A structured decision-making process enhances clients' confidence in their attorney's abilities and the legal process as a whole.
- **Adaptation to Changing Circumstances:** Legal cases can evolve, and new information may emerge. A structured process allows attorneys to adapt their strategies and decisions as circumstances change, ensuring that they remain aligned with the client's best interests.



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## Simplify Problem Solving



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## Know Where the Most Complicated or Urgent Problems Come Up in Your Life.

*How successfully do you solve problems at work?*

- Which ones are toughest for you—budgeting, coworker relationships, teamwork, dealing with supervisors, other issues?

*How successfully do you solve problems at home?*

- With your spouse/partner?
- With your kids?
- With siblings?
- With parents?

*How successfully do you solve problems in your social life?*

- In dating?
- With friends?
- With neighbors and in community groups?

*How successfully do you solve practical problems?*

- Repair needs (such as home or car)?
- Shopping (such as dealing with store employees)?
- With vendors (such as utility companies, credit card companies)?



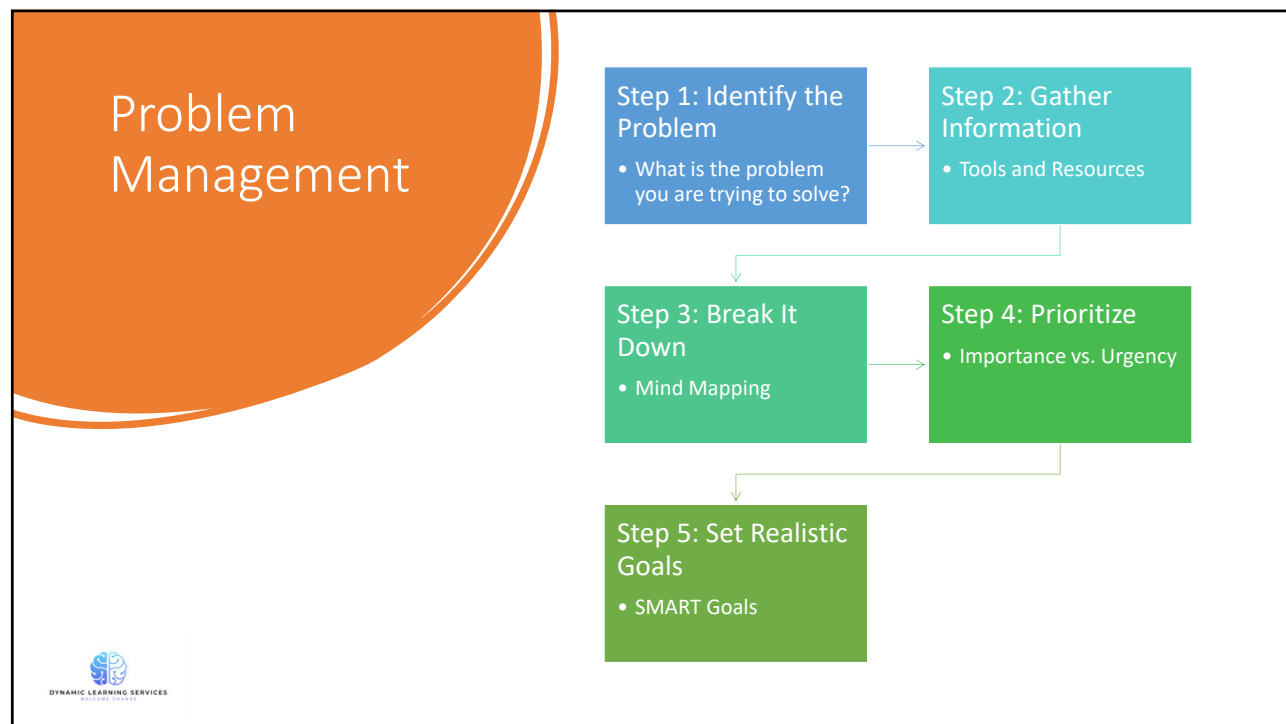
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## Know What Kinds of External Aids Help You Most

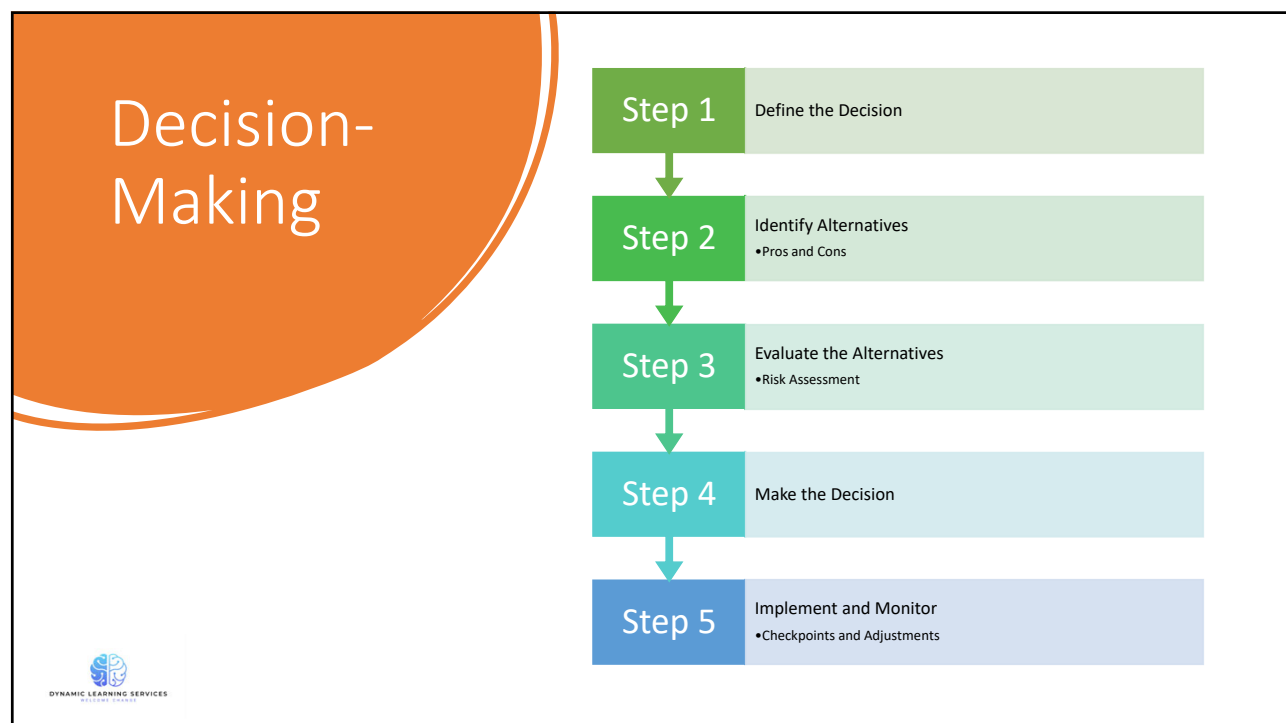
- What type of learner do you think you are?
  - Visual (you need to see the material laid out before you to grasp it)?
  - Auditory (you need to hear it to have it make the most sense)?
  - Tactile (you need to touch it to get a full sense of it)?
  - Kinesthetic (you learn best by moving around in a physical activity)?



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### SOLVING PROBLEMS WORKSHEET

What is my problem?

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What are some possible things I could do to solve my problem?

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What will I try first?

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If this doesn't work, what can I do?

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How did it go? Did my solution work?


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What might I do differently the next time?

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## PROBLEM SOLVING

When an event happens, what you think will affect what you feel and what you do.



**Situation**

**Thoughts**

**Feelings**

**Behavior**

**Outcome**

Describe the situation:

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What were your thoughts?

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How did you feel?:

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What were your behaviors (how did you react?):

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What was the outcome?

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**Basic Cost Benefit Analysis Chart Template**

PROJECT TITLE						
AUTHOR		DATE		VERSION	0.0.0	

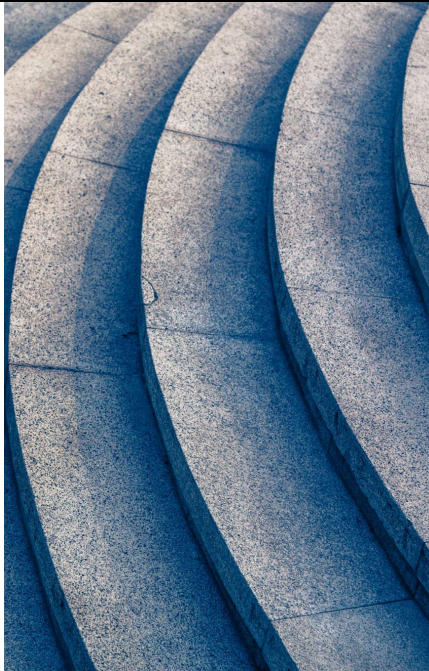
BASIC COST BENEFIT ANALYSIS CHART						
PROPOSED ACTION / ALTERNATIVE	BENEFITS	BENEFIT IMPACT HIGH=3 MEDIUM=2 LOW=1	COSTS	COSTS IMPACT HIGH=3 MEDIUM=2 LOW=1	RATIO BENEFITS / COSTS	RANKING


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## What's Your Angle?

- What would [blank] do?- Pick a name of someone you admire.
- Example
  - Answer this question: "How many ways can I walk up the stairs?" You might say, "One step at a time," or, "With my feet."
  - Now ask yourself, "What would a competitive skateboarder do?" or, "How would a gymnast answer this?"

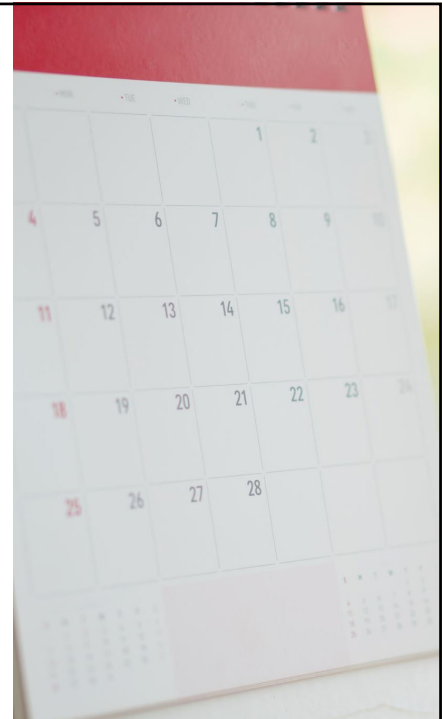


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## What Can You Do With A Cardboard Box?

- Take your notebook and number 10 lines.
- Set a time for two minutes.
- Until the timer goes off, write down as many uses for a box as you can come up with.



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## Should I Recommend Settling a Legal Case or Proceeding to Trial?

- **Step 1: Define the Decision**
  - The decision is whether to advise the client to accept a settlement offer or to pursue a trial in court.
- **Step 2: Identify Alternatives**
- **Alternative 1: Recommend Settlement**
  - Pros: Avoids the uncertainty and costs of trial, faster resolution, lower legal fees.
  - Cons: May result in a lower settlement amount, client might not be satisfied.
- **Alternative 2: Proceed to Trial**
  - Pros: Opportunity for a larger judgment or favorable outcome, client's day in court.
  - Cons: Higher costs, longer duration, uncertain outcome, potential for a less favorable judgment.
- **Step 3: Evaluate the Alternatives**
  - Consider the strength of the client's case, the evidence, the potential damages, and the likelihood of success in court.
  - Assess the risks and rewards associated with each alternative.
  - Analyze the potential impact on the client's goals and interests.
- **Step 4: Make the Decision**
  - Based on the evaluation, the attorney should make a recommendation to the client. For example, if the attorney believes the evidence is strong and the potential reward at trial outweighs the risks and costs, they might recommend going to trial. Conversely, if the risks and costs of trial are high, and the settlement offer is reasonable, they might recommend settling.
- **Step 5: Implement and Monitor**
  - If the client agrees with the attorney's recommendation, the attorney will proceed with the chosen course of action.
  - Throughout the legal process, the attorney will continue to assess the case's progress and make adjustments as necessary, which may include negotiating a settlement at any point before or during the trial.



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## Overcoming Possible Pitfalls



START TO BRAINSTORM  
IDEAS ABOUT  
ALTERNATIVE SOLUTIONS



EMBRACE ABSURDITY



EMBRACING  
UNCERTAINTY



CHECKING MINDSET



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## Breakout Time



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