



# Surviving and Thriving in the Law Office

*Richard L. Hughes*

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## **Surviving and Thriving in the Law Office** Richard L. Hughes

This text is unique in that it is written from the perspective of a supervising attorney who now is a paralegal educator. It is a career guide for paralegal students and new paralegals that provides insight into what law firms really want from their paralegal staff. Real-life law office situations are described and analyzed to give students the help they need to overcome the most common obstacles. Students not only learn from the author, they also get practical, first-hand advice from paralegals themselves. The material fully addresses such issues as finding the right paralegal job, producing high-quality work, managing time wisely, understanding billable hours, dealing with office politics, asking for a raise, and advancing in a paralegal career. Effective teaching and retention tools are used throughout the text, and students are advised where to find additional information on the Internet and in print material.

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