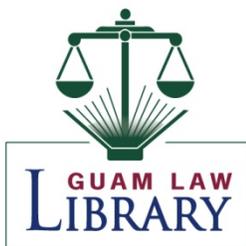


Law Library News



From knowledge, justice.

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INSIDE THIS ISSUE:

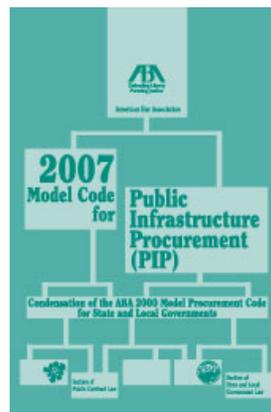
New Books	2
10 Common Time Management Mistakes	3
Book Sale	4
Beyond the Stacks	4

Learn more about . . . Procurement

The Guam Law Library has recently added two new ABA-published books to its procurement collection:

2007 Model Code for Public Infrastructure Procurement ("MC PIP").

► A condensation of the ABA 2000 Model Procurement Code for State and Local Governments ("2000 MPC"). The 2007 MC PIP is intended to guide state and local jurisdictions wishing to use new methods of public and private collaboration in infrastructure development to do so safely and efficiently. It provides a mechanism for these subunits of state and local government to benefit from use of the 2000 MPC's best practices for risk allocation, competition, public oversight, disputes,



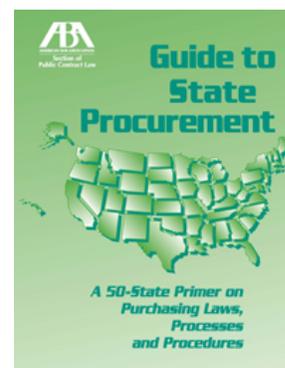
and other basic principles of good public procurement, without limiting their ability to use the best of innovative new methods for infrastructure design, finance, construction, and maintenance.

Guide to State Procurement

► Contains a summary of purchasing laws and processes for all 50 States, written by individuals

knowledgeable in each state's laws and processes, and includes:

- A listing of purchasing laws and regulations
- Descriptions of purchasing methods
- An explanation of:
 - Bid protest procedures
 - Contract claims processes, and
 - Administrative and judicial review.



Library Hours

Weekdays
8:00 a.m. – 6:00 p.m.

Saturdays
9:00 a.m. – 1:00 p.m.

Sundays
Closed

Holidays
Closed, except All Souls Day and Our Lady of Camarin Day

News & Announcements

➤ **Holiday closures.** The library will be closed on:

➔ Thursday, July 4th for Independence Day,



➔ Monday, July 22, 2013 in honor of Guam's Liberation Day.

➤ **Suggest a new book or resource for the library.**

If there is a book or other resource you'd like to see on the library's shelves, we'd love to hear from you! Fill out a Purchase Order Request Form, available on our website's Collection [page](#) or at the service desk.

➤ **Early closure.** The library will close to the general public at 5:00 p.m. on Thursday July 11, 2013 for a staff meeting. Eligible patrons wishing to use the library may obtain an access card.



New Books



Settlement Negotiation Techniques in Family Law

By Gregg Herman

Negotiation is a critical part of any family lawyer's job, and thus the importance of becoming a better negotiator cannot be overstated. This book brings together many of the various concepts of divorce settlement negotiations to help lawyers improve their skills at divorce negotiation. Well-written and logically organized, this volume offers reasoned and tested

approaches that help lawyers better understand the many aspects of negotiation, and through this process assist their clients in getting to "yes," giving them the opportunity for a better future.

For lawyers who have used various negotiation techniques in the past and see room for improvement, this is an invaluable, clearly written resource based on the realities of daily legal

practice. Beginning with traditional theories and basic concepts of negotiation, the book examines the nuts-and-bolts issues involved in divorce negotiation and settlement. From issues of timing to how to prepare the client for settlement and negotiating with opposing counsel, Gregg Herman offers informed and thoughtful advice based on his years of practice.

California Jury Instructions

California Jury Instructions—Civil (BAJI)

By West's Committee on California Civil Jury Instructions

Authored using the precise language of the law. Book of Approved Jury Instructions (BAJI) has been recognized for more than 50 years as the source for civil jury instructions in California.

The instructions have been tested in court, and judges and lawyers are familiar with them.

California Jury Instructions—Criminal (CALJIC)

By West's Committee on California Criminal Jury Instructions

Contains criminal jury instructions, complete

with annotations, use notes, and comments, as well as:

- Expert, practical direction for developing instructions appropriate to your case
- Complete references to statutes and court opinions
- Updated CALCRIM and CALJIC instructions

Checklists for Corporate Counsel, 2013 ed.

Published by Thomson Reuters

This collection of checklists covers almost every area of corporate practice. It includes checklists for employee relations, OSHA and environmental issues, commercial law, computer-related transactions, intellectual property law, mergers and acquisitions,

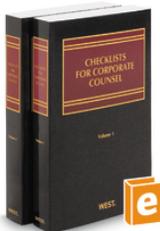
international law, antitrust compliance, audits and investigations, securities law, law department management, and Internet-related issues.

Features:

- Succinct checklists provide the practitioner with a straight-forward tool to quickly address the scope of an issue

• Provides a snapshot overview of what is involved in a transaction or compliance situation

• Comprehensive in coverage, providing the practitioner with several checklists in different areas of law.



10 Common Time Management Mistakes: Avoiding Common Pitfalls (Part 1)

By Mindtools.com

How well do you manage your time? If you're like many people, your answer may not be completely positive!

Perhaps you feel overloaded, and you often have to work late to hit your deadlines. Or maybe your days seem to go from one crisis to another, and this is stressful and demoralizing.

Many of us know that we could be managing our time more effectively; but it can be difficult to identify the mistakes that we're making, and to know how we could improve.

When we do manage our time well, however, we're exceptionally productive at work, and our stress levels drop. We can devote time to the interesting, high-reward projects that can make a real difference to a career. In short, we're happier!

In this article, we're looking at ten of the most common time management mistakes, as well as identifying strategies and tips that you can use to overcome them. These ten mistakes are:

Mistake #1. Failing to Keep a To-Do List

Do you ever have that nagging feeling that you've forgotten to do an important piece of work? If so, you probably don't use a To-Do List to keep on top of things. (Or, if you do, you might not be using it effectively!)

The trick with using [To-Do Lists](#) effectively lies in prioritizing the tasks on your list. Many people use an A - F coding system (A for high priority items, F for very low priorities). Alternatively, you can simplify this by using A through D, or by using numbers.

If you have large projects on your list, then, unless you're careful, the entries for these can be vague and ineffective. For instance, you may have written down "Start on budget proposal." But what does this entail? The lack of specifics here might cause you to procrastinate, or miss key steps. So make sure that you break large tasks or projects down into specific, actionable steps - then you won't overlook something important.

Key Points

One of the most effective ways of improving your productivity is to recognize and rectify time management mistakes.

When you take the time to overcome these mistakes, it will make a huge difference in your productivity - and you'll also be happier, and experience less stress!

You can also use [Action Programs](#) to manage your work when you have many large projects happening at once. (Action Programs are "industrial strength" versions of To-Do Lists.)

Mistake #2. Not Setting Personal Goals

Do you know where you'd like to be in six months? What about this time next year, or even 10 years from now? If not, it's time to set some personal goals!

[Personal goal setting](#) is essential to managing your time well, because goals give you a destination and vision to work toward. When you know where you want to go, you can manage your priorities, time, and resources to get there. Goals also help you decide what's worth spending your time on, and what's just a distraction.

To learn how to set SMART, effective goals, read up on [Locke's Goal Setting Theory](#). Here, you'll learn how to set clearly defined goals that will keep you motivated.

You might also enjoy our Book Insight into "Long Fuse, Big Bang" by Eric Haseltine. This book teaches you how to focus on your long-term goals without overlooking your short term priorities.

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Read more next month, or view the entire article, *10 Common Time Management Mistakes*, [here](#).

Visit MindTools.com to learn more about tools and resources for a happy and successful career. To learn more, click [here](#).



Book Sale

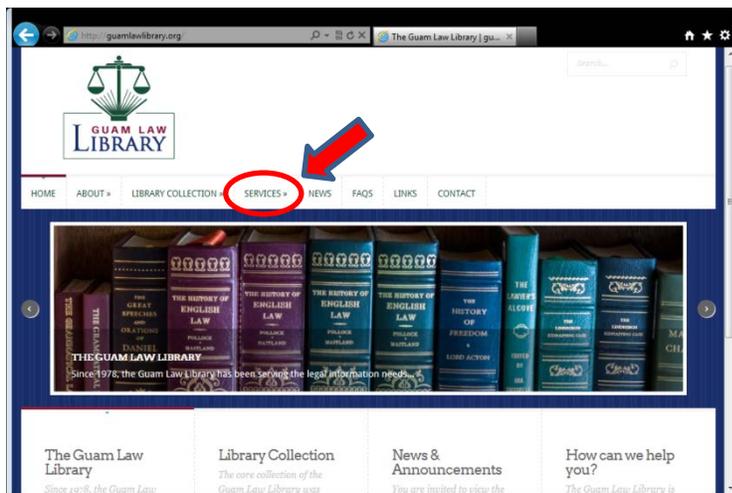
When updates of certain subscriptions or when new versions of books are received, the older versions are offered for sale, often for just a few dollars a book.

To see the most recent offerings, visit our website and click on the Services tab. You'll see a link to our Book Sale list.

You can also drop by the library and see what's on the Book Sale Shelf.

The list was recently updated, and includes:

- Preparing for Trial in Federal Court (CD-ROM), November 2011, \$2.00
- Qualifying & Attacking Expert Witnesses (CD-ROM), December 2011, \$2.00
- Limited Liability Company (CD-ROM), November 2011, \$2.00
- Immigration Law Library: H-1B Handbook, 2009 Edition, \$2.00
- Immigration Law Library: H-1B Handbook, 2008 Edition, \$2.00
- Federal Trial Objections, Second Edition, ©2007, \$16.00
- Federal Trial Objections (CD-ROM), December 2010, \$2.00
- Commercial Real Estate Forms (CD-ROM), May 2012, \$2.00
- Federal Civil Judicial Procedure and Rules, 2012 Edition, \$2.00
- Federal Civil Judicial Procedure and Rules, 2012 Revised Edition, \$2.00
- Collier Bankruptcy Practice Guide: Local Rules of the Bankruptcy Courts, Second Circuit, August 2012, \$2.00
- Collier Bankruptcy Practice Guide: Local Rules of the Bankruptcy Courts, Six Circuit (Last Update: December 2011), \$2.00



To view the Book Sale list online, go to the Guam Law Library website (www.guamlawlibrary.org), and hover over the "Services" tab. You'll see a link to the Book Sale list.

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Beyond the Stacks



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