

centerbase.com

Centerbase CloudBased Law Firm Management & Growth Platform

Taming Digital Chaos: The Path to a More Focused Law Practice

Katie Langer · Tuesday, November 4th, 2025

In this episode, hosts Amanda Koplos and Rob Joyner talk with Paul Unger, founding partner of Affinity Consulting Group and author of “Tame the Digital Chaos: Distraction, Time, Task & Email Management in an Age of Information Overload,” about how law firms can bring order to their digital lives.

Paul shares how his own struggles with email overload led to a lifelong passion for helping lawyers organize their time, manage distractions, and centralize data. Together, the trio explores the challenges of technology overload, why AI tools like Microsoft Copilot are worth the investment, and how the future of law firm efficiency depends on finding a “single source of truth” for firm data.

Packed with humor, relatable stories, and practical tips—from declaring “email bankruptcy” to using AI as a personal time coach—this conversation will leave you inspired to rethink how you work and live.

About the Guest

Paul Unger is an attorney and one of the founding partners of Affinity Consulting Group. Paul focuses on national speaking/training, coaching, strategic consulting, and workflow design for law firms and legal departments. He provides continuing legal education (CLE), legal-specific software training, and professional development programs for law firms and legal departments throughout North America.??

Paul is the author of dozens of publications and legal technology manuals, including recently

published books, "Tame the Digital Chaos: A Lawyer's Guide to Distraction, Time, Task & Email Management (2020)", "Getting Your Digital House in Order (2023)", PowerPoint for Legal Professionals (2023)", and "Adobe Acrobat for Legal Professionals (2020)".

He served as chair of the ABA Legal Technology Resource Center (2012-13, 2013-14), chair of ABA TECHSHOW (2011), and on the Executive Board for the Association for Continuing Legal Education (ACLEA) (2017-18, 2018-19). He is an active member of the Ohio State and New York State Bar Associations.

Paul specializes in time, task, and distraction management, document and email management, paperless office strategies, courtroom technology, and legal-specific software training for law firms and legal departments. In his spare time, he likes to run, swim, cook, garden, and restore old homes.

Episode Resources

[Affinity Consulting Group](#)

Paul's book, [Tame the Digital Chaos - Distraction, Time, Task & Email Management in an Age of Information Overload](#)

[Paul on LinkedIn](#)

This entry was posted on Tuesday, November 4th, 2025 at 6:26 pm and is filed under You can follow any responses to this entry through the [Comments \(RSS\)](#) feed. Both comments and pings are currently closed.