This month's tips are from some of the women who are part of Baker Donelson's newest group of shareholders.

"Learn when it may be best to say no. Not every opportunity presented to you is appropriate to take. By being selective in agreeing to speaking engagements, articles to write, committees to serve upon, etc., you will inevitably save yourself time that can otherwise be channeled into other personal or professional projects that may be more rewarding in the long run. If you do turn down an opportunity, try and identify another person who may be better suited for the opportunity. Also, multitask when possible and appropriate. There's no reason why you can't get a pedicure while reviewing documents, outlining a brief, catching up on periodicals or articles, etc."

– Kathlyn Perez Bethune

"Make lists – be sure to write down everything you need to do, professional and personal. You can use a notepad, iPad or anything that works for you, but writing it down will get it out of your head, help you prioritize and keep you from forgetting. Just remember to be flexible. Life is unpredictable, and sometimes we have to tackle those things that are not on our list first. And take time for yourself everyday – even if it just 30 minutes to take a walk or read a book. Taking time for yourself will help clear your head and make you more productive."

– Whitney Harmon