

Breaking Bad Habits in 2021

Use the momentum of a new year to break bad habits now for a smoother and more efficient 2021 for your law firm.

1 Standardize tasks before they grow unruly.

Create a list of common firm tasks – like time tracking, case management, and client intake – and set priorities and standards to reduce inefficiencies.



2 Leverage technology to fix inefficient workflows.

Don't lose valuable time to billing redundancies or delayed communications with clients.



3 Consolidate scattered client data with a practice management system.

Especially as remote working continues, take advantage of secure client portals to have all your information in one place – no matter where your team is.



4 Don't let a lack of data or goals sidetrack you.

Make specific goals, track metrics, and have a plan to evaluate your data.



5 Don't hold out on tech upgrades.

Even if the tech you have is getting the job done, an upgrade could save you hours a month and be a return on investment.

