



**SPINELEGAL**

**GROW YOUR LEGAL BUSINESS**

# **5 STEPS TO PRACTICE MANAGEMENT**

**EASY 5 STEPS**

*"Growth is never by mere chance;  
it is the result of forces working  
together."*

**JAMES CASH PENNEY,  
FOUNDER, JC PENNEY**

**PLAN** your work  
and work your  
**PLAN**

Napolean Hill

# 5 Steps to Practice Management

A good practice management system gives you the absolute supervisory control over the practice by covering all key activities including, matter management, workflow management, task management, cashflows, regulatory and compliance obligations.

Ideally a good practice management system should leverage charts and graphs to makes it easier to consume the data allowing a lot faster way to manage you practice.

## 1. Charts and Dashboards

All legal operations will run more efficiently if you choose the right platform. A good platform lets you review the performance of the firm through easy to use charts and dashboards.

These charts will ensure the entire practice can be viewed like dashboard on a flight cockpit or the control centre for the legal firm. The essential components of this control centre are case distribution, solicitor work allocation, workflow progress, invoice tracking, cash flow view, net cash flow view and case audit progress.

## 2. Progress Review

One of the key questions the business owners keep asking is how to deep dive into individual cases without spending too much time. The answer to this is a good practice management system.

A good practice management system lists all the active cases in a firm and lets you analyse the patterns of workflow progress, audit progress, cash received vs cash pending. It will also allow you to review the individuals working in the firm and their performance based on the cases they are working on.

### **3. Risk Management**

A good legal automation software should employ a flexible risk management tool. Managing risk is a key priority of any business owners and for that there has to be a tool. These risks can then be proactively managed through your senior staff.

Being aware and planning to mitigate the risks should be a key priority for any business owners.

### **4. Alerts and Notifications**

Pro-active monitoring is a key concept used in all successful businesses.

A good practice management software should highlight all the upcoming high priority events or diary entries so the legal practitioner can take immediate action. It has to be so easy that the legal practitioner can address the alerts or notifications by few clicks.

### **5. Reports and MI**

A good reporting module gives the practice managers and business owners with the management information they need to run the firm efficiently.

The modern approach to reports are self-serviced reports that any one can tailor and generate them according to the needs. A good practice management will have all the commonly used and most important reports readily available. Any new reporting requirements should be made available quickly and it is possible only through a modern practice management system.

For more information **visit** - <https://www.spinelegal.co.uk>