

Working smarter with Legal Project Management

Work hard. It's the mantra most attorneys live by. Wake up and work. Grab a quick lunch while you work. Stay late at the office to work. Use your weekend to catch up on work. Work, work, work and more work. (I'm starting to sound like a Rihanna song.)

While hard work is nothing to be ashamed of, it is also the cause of stress and illness for a lot of lawyers. I say... Why work harder when you can work smarter?

With [Legal Project Management](#) (LPM), working smarter becomes the norm. The advantages are numerous, including increased profitability. If you still haven't boarded the LPM train, allow me to take another shot at convincing you.

A comprehensive project management system benefits your practice in numerous ways. First, it streamlines the process of completing a matter. Your practice works smarter to efficiently handle cases, instead of wasting time and resources on unnecessary tasks. Second, in a legal environment where clients expect the reliability of flat fee billing options, LPM allows you to offer this sought-after alternative, while also ensuring your firm's adequate compensation. Sound interesting? Well, here are some tips for a smooth transition into legal project management.

- **Planning is key** – Effective project management must be well-thought out and planned in advance. This is best accomplished by reviewing past matters of a similar nature to identify key tasks and time requirements. By taking the time to analyze the process, you can promote a more streamlined workflow. I know this may sound like a lot of work, but a comprehensive time tracking program like TImeSolv Legal Billing software makes the process much easier with detailed reports of previous matters.

- **Client communication** – The best LPM plans combine the client's wants with the firm's capabilities to successfully complete the matter. Speak with your client ahead of time to identify their expectations and address any concerns. Then, maintain that open line of communication throughout the case. With TImeSolv's client portal, they can log into their personalized account to review progress on the case without placing added administrative burdens on your staff.
- **Monitor the process** – LPM works best when a firm administrator or senior attorney can periodically monitor the work and progress of each team member. Now, I'm not talking about micro-managing. That would defeat the entire purpose of LPM. I'm talking about the ability to identify areas of concern and address them in real time. Perhaps an unexpected motion needs additional attention, or one aspect of the matter is suddenly resolved. With the task monitoring that TimeSolv Legal Billing Software offers, you can ensure the best possible use of your resources.

With LPM, your law firm has the potential to increase efficiency and profitability. If the transition into LPM is on your radar, click [here](#) to download our white paper on the profitable benefits of LPM and discover all of the ways TImeSolv can support a project management system within your firm.

About Erika Winston:

Erika Winston is a Virginia based writer with a passion for all things legal. As a former domestic relations attorney, she understands the challenge of determining the best fee structure for your practice. Erika is a regular contributor to [TimeSolv](#) and a variety of other publications.