

Developing Habits To Improve Your Practice & Take Better Care Of Your Clients

START 12:30 PM		<p>Welcome -</p> <p>Capacity For Growth and the Four Cornerstones (5 min.)</p> <p>A. What Really Drives Growth in Your Firm-The Four Cornerstones of Practice Growth™</p> <ol style="list-style-type: none"> 1. Time Management <ol style="list-style-type: none"> a. Time Management Skills b. Must Evolve To Support Growth 2. Client Development and Marketing 3. Building a Great Team 4. Cash Flow and Profitability
	:35	<p>The Strategic Pathway (15 min.)</p> <p>A. New Mindset- New Results</p> <ol style="list-style-type: none"> 1. Understanding How Your Mindset Impacts Your Firm Operation
	:50	<p>Managing Interruptions (10 min.)</p> <p>A. What are the classic interruptions for solo and small practices?</p> <p>B. What are the costs of those interruptions in terms of case management and effective calendaring?</p> <p>C. Managing Interruptions- limiting impact on client interaction and work product.</p>
1:00PM		<p>Phone Strategies (5 min.)</p> <p>A. Blocking time for client calls.</p> <p>B. Return call procedures.</p> <p>C. Calendaring strategies.</p>
	:05	<p>Power Hour (5 min.)</p> <p>A. Prioritizing high level production and case management.</p> <p>B. Calendaring time for quality work product</p>
	:10	<p>Calendaring Your Day for Optimum Focus (5 min.)</p> <p>C. Prioritizing high level production and case management.</p> <p>D. Calendaring time for quality work product</p>
	:15	<p>How Client Selection Impacts Your Time Management (5 min.)</p>
	:20	<p>Basic Delegation Strategies (5 min.)</p> <p>A. Using delegation to create smooth, uninterrupted workflow.</p> <p>B. Delegation as a case management strategy</p>

