

TOP LAWYER COACH - QUESTIONNAIRE

Please check the issues that apply to you and/or your law practice:

Strategy:

- Have not identified a clear set of professional goals.
- Not sure where I want my practice to go in the next five-ten years.
- Don't have a marketing plan for business development.
- Unclear on how to attract new clients and/or get quality referrals.
- Too high a percentage of my revenues are coming from a few clients.
- Have not defined my ideal client.
- Don't have a personal benefit statement.
- Unsure how to manage my staff.
- Don't know how to improve my business development skills.
- Want to transition to another specialty, but don't know how.
- Unsure what to do next.

Staff:

- Struggling with managing my staff.
- Micro-managing my staff.
- Low retention rate.
- Poor morale.
- Inattention to detail.
- Not self-starters.
- Require too much supervision.
- Can't afford to pay competent people.
- Not enough staff.

Structure:

- Overhead is too high.
- Cash flow is problematic.
- Filing system is in disarray.
- Technology frequently malfunctions or is outdated.
- Billing is irregular.
- Too many receivables are delinquent.

Skills:

- Practice is out of control.
- Not enough work.
- Have the work, but not billing enough hours.
- Overwhelmed by my workload.
- Wasting too much time on non-billable work.
- Easily distracted.
- Can't get organized
- Procrastination is problematic.
- Unsure how to get new business.
- Won't make time for marketing.
- Don't have a marketing plan.
- Don't know how to network effectively.
- Not attracting high-paying cases.
- Doing too many appointments..
- Time management is challenging.
- Not sure how to take my practice to the next level.
- Growing out of control.
- Not getting enough high quality referrals.
- Don't know how to get referrals.

