

Leading Your Team Away from Distraction

How to keep staff motivated, accountable and focused while working remotely.



The Atticus Advantage Growth Essentials™
WEBINAR SERIES



Attorney & Practice Advisor

STEVE RILEY

www.atticusadvantage.com

- Steve helps attorneys grow their practices. He has a way of helping attorneys who might be “stuck” and guide them through a process of self-discovery and major breakthroughs.
- Steve is a shareholder in Atticus, the largest practice management company working with solo and small law firm owners. He created the Practice Growth Program™, the Dominate Your Market™ program, and the Double Your Revenue™ workshop. Prior to joining Atticus, Steve built and sold his own law practice.
- He has written seven books, won a national award for practice innovation, and written a national column on practice management.



Attorney

BILL MCARTOR

www.csa-law.com

- Bill is the COO of Chappell, Smith & Arden. A midsize Personal Injury and Workers' Compensation law firm based in Columbia, SC.
- Prior to joining the law firm, Bill held various leadership positions at Providence Health including Manager of Decision Support, Special Assistant to the President, and Assistant Vice President of Operations.
- He has extensive experience in data analytics, finance, and operations management. He is a veteran of the U.S. Coast Guard and holds an MBA from Kent State University.



ABOUT ATTICUS

Atticus™ was founded in 1989 to help great attorneys build great practices:

- increase gross revenues and personal incomes,
- reduce stress and the number of hours in the office,
- develop greater career satisfaction,
- and allow more time for family and personal interests.



ATTICUS®
Guiding Your Practice SM

WHAT WE DO

Our Programs, Workshops, and Webinars are designed to streamline the management of your practice, increase revenue, reduce stress, and balance your professional and personal life.



ATTICUS®
Guiding Your Practice™

What kinds of attorneys and groups does Atticus work with and how?



SOLO AND SMALL
FIRM ATTORNEYS



MANAGING PARTNERS
AND LEADERS



LEGAL ASSOCIATIONS



FROM START TO EXIT

Atticus Coaching Services & Products



Webinars

- Atticus Advantage Series (Free)
- Practice Growth Series™
- Rainmaker Roundtable



Workshops

- Double Your Revenue™
- How to Build Your Law Firm for Sale™
- Solo & Small Firm Foundations for Growth™
- How to Build a Profitable Team™



Coaching Programs

- Practice Growth Program™
- Dominate Your Market™
- One-on-One coaching
- Rainmakers & Rainmakers Plus



Build My Great Team™

Full-service recruitment and hiring for administrative personnel, paralegals, and attorneys



Books

- How Good Attorneys Become Great Rainmakers
- Time Management for Attorneys
- Hire Slow, Fire Fast

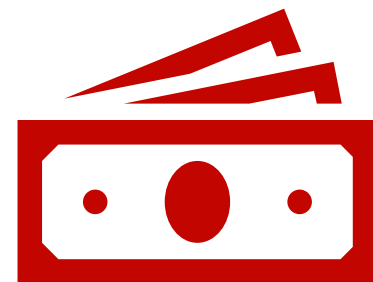
What do most solo/small lawyers REALLY want?

More free time

Better clients

A great staff

Increased income





THE SOLO & SMALL FIRM **FOUNDATIONS FOR GROWTH™**

Revenue, Income, Control, Freedom and Impact



**Time
Management**



**Client
Development
& Marketing**



**Building a
Great Team**



**Cash Flow &
Profitability**

Legal Skills

Participate



Pencil & paper at the ready



Take lots of notes



This session is interactive,
so prepare to unmute if
necessary

INTENTION

We have two goals today:

1. To help you think through your ability to lead and better manage your team.
2. To see if there are other ways Atticus can help you grow your practice



Attorneys had to let go and trust staff that were out of sight

Impediments to going virtual


Things must be done my way

I must ink sign documents – despite the
Supreme Court ruling

- Creates a bottleneck

Habits and fear of change

Invest in a case management system



Using a case management system is key

Learn how to use it effectively

- Tasks and activity feed
- Automation
- Reporting

They way
they manage
must change

**Obvious, and self-evident, but not you
are not conscious of your
management process.**

An accountability
and management
process

Go from simple to complex

Simple processes that went virtual

Paralegals managing transitioning to virtual process

Check processing

- The approval and double process

Holding staff accountable

Patience

Change and learning does not occur by edict

- It may take eight weeks
- Staff members initially opposed will learn to love it



Daily virtual huddle

NOT email reporting

Accountability and Communication

You must have a process

Helping with stress and anxiety



Communicate

If you need to change it, talk about it

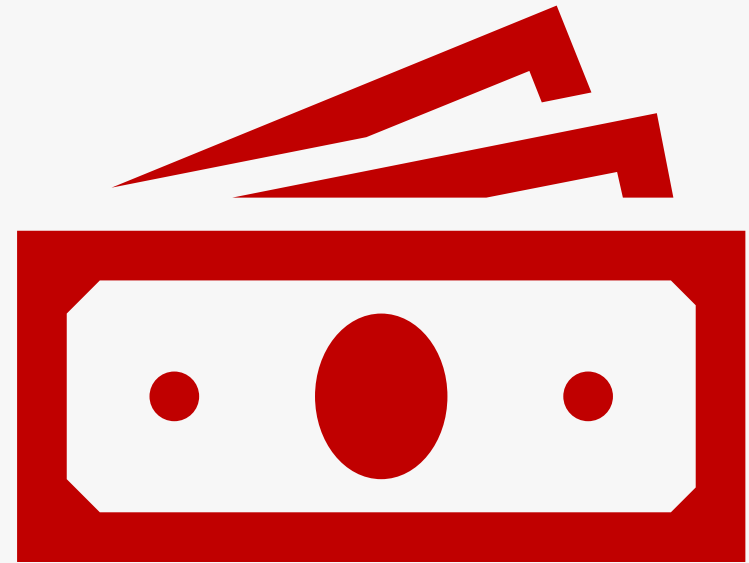
Pandemic parenting



Aging parents



Cashflow



Statutes of limitations, deadlines



Structured Agenda

- Reporting
- Operating measurements
- New business

Keep project meetings separate

- COVID-19 related issues and reopening
- Hiring staff
- Ad hoc
- Marketing

Critical Lessons and Insights

Patience

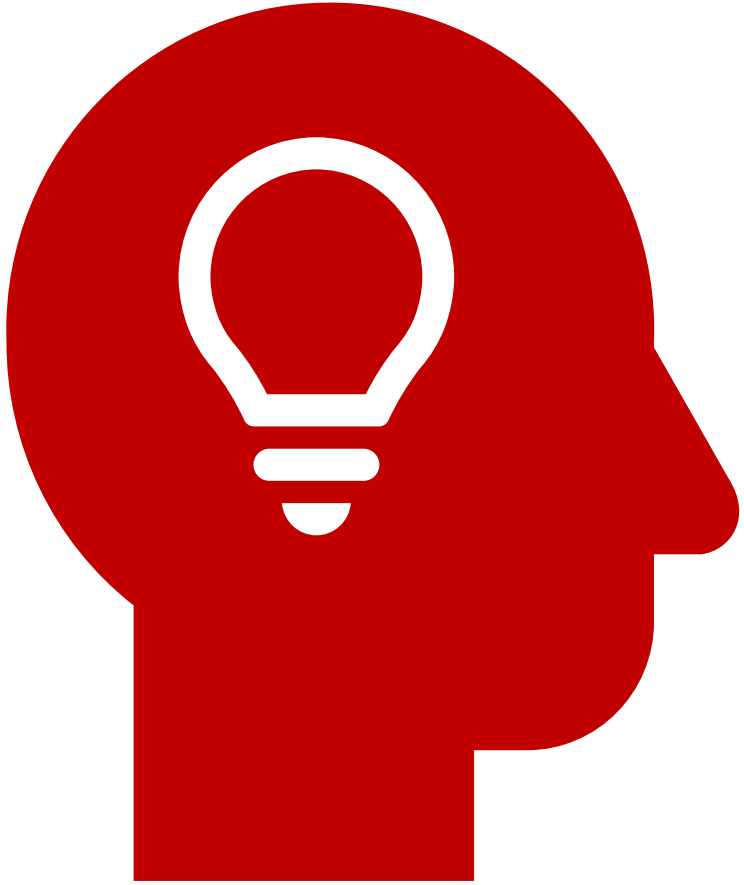


Communicate



The same processes are there

- You're just trying to think through how to do the work remotely.
- Technology is your friend.
- There's a learning curve, but it will pay big dividends later.



Biggest Takeaways

Recommendations and Next Actions



PRACTICE GROWTH
DIAGNOSTIC™

- The Focused DISC Advantage
- The Practice Assessment
 - The Solo & Small Firm Foundations of Practice Growth™
- The Advisor Growth Analysis
- The 3 Most Impactful Actions



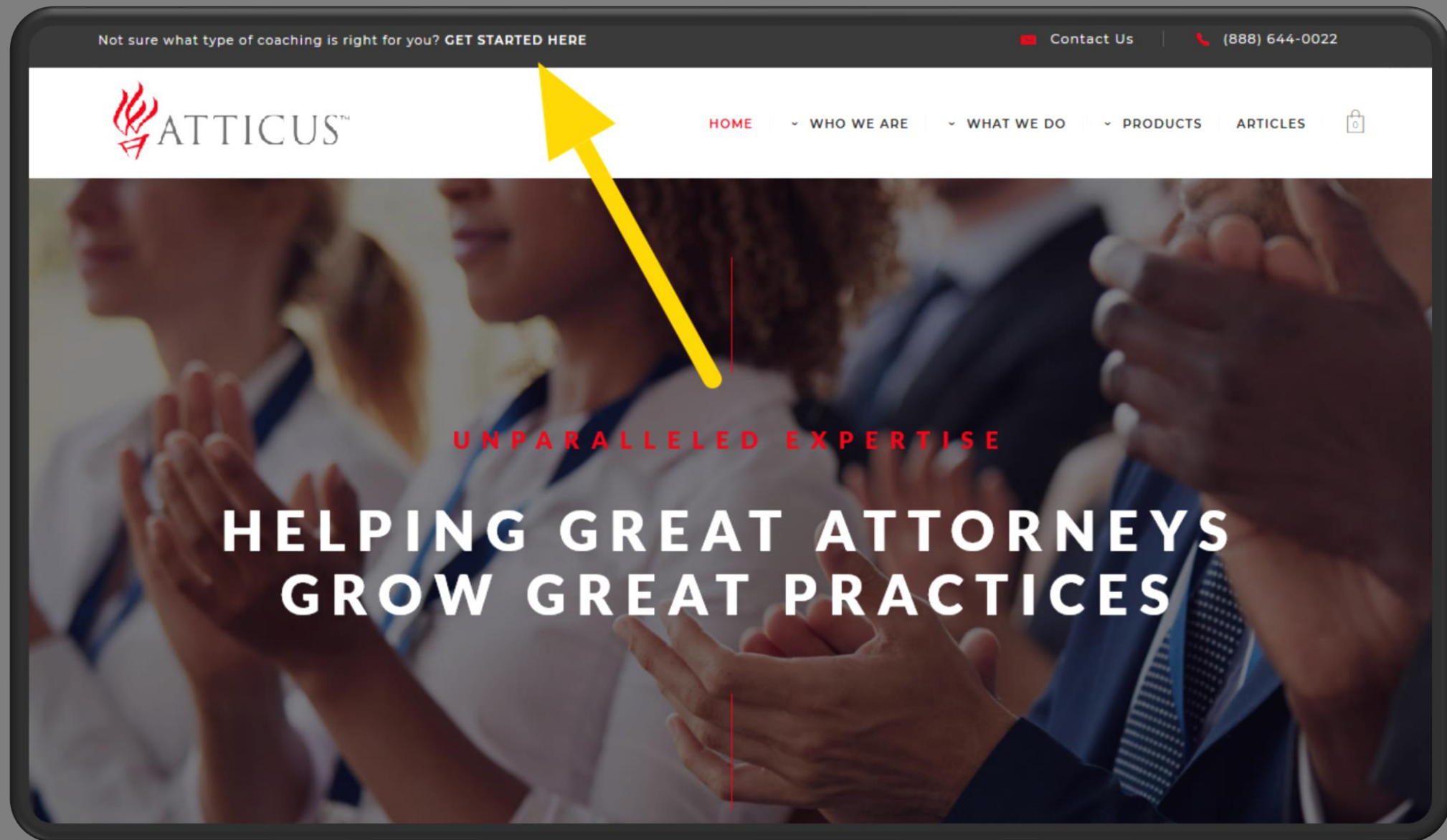
PRACTICE GROWTH
DIAGNOSTIC™

What is my investment?

- \$295 – This includes the practice survey, a DISC assessment and report (\$125 value), and a 1-hour teleconference with a Practice Growth Diagnostic Advisor to discuss your results and offer key suggestions and action items.

How do I get started?



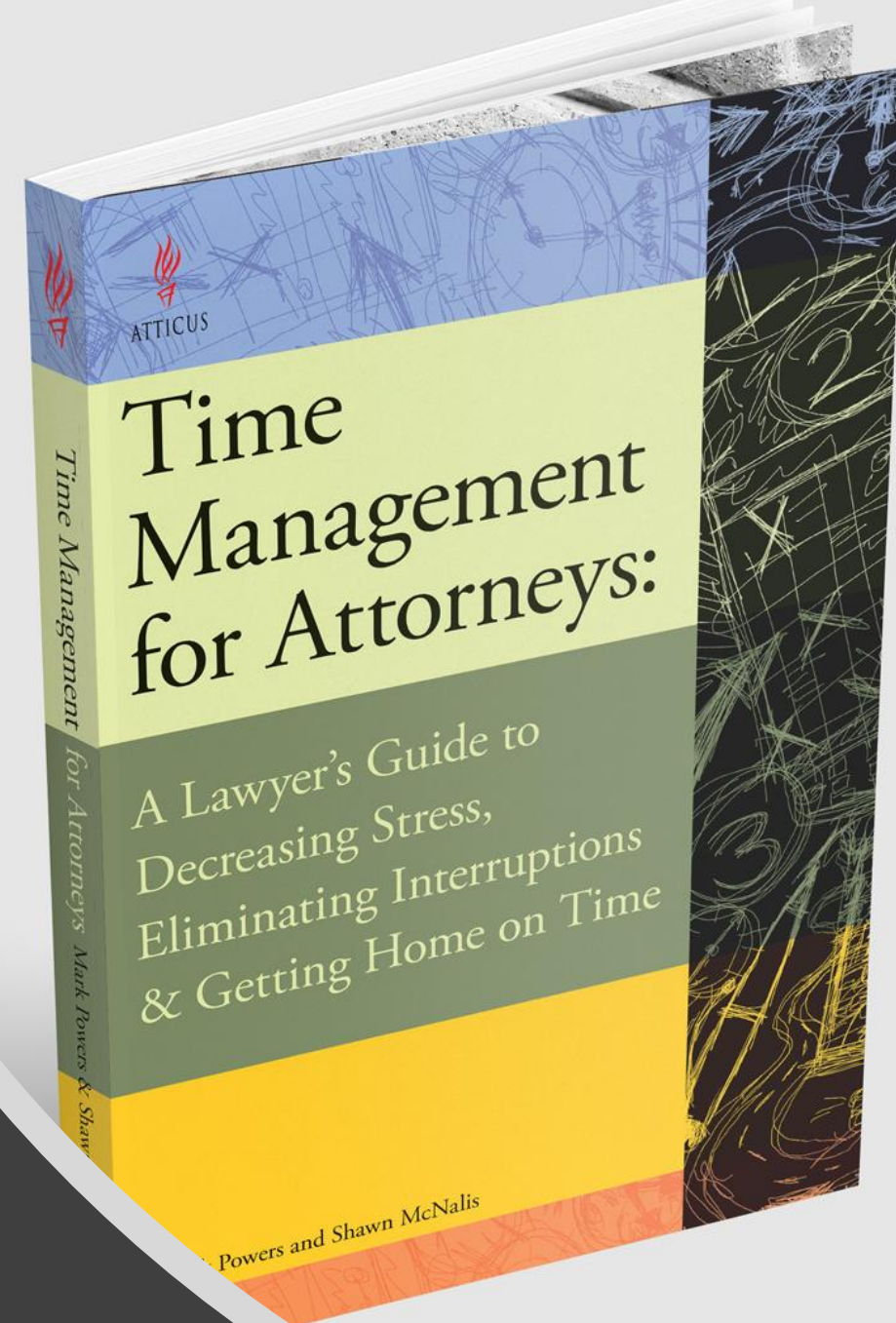


AtticusAdvantage.com

SPECIAL OFFER

Complete a Practice Growth Diagnostic™ within two weeks of attending this webinar and we'll mail you our best-selling book:

Time Management for Attorneys



GUARANTEE

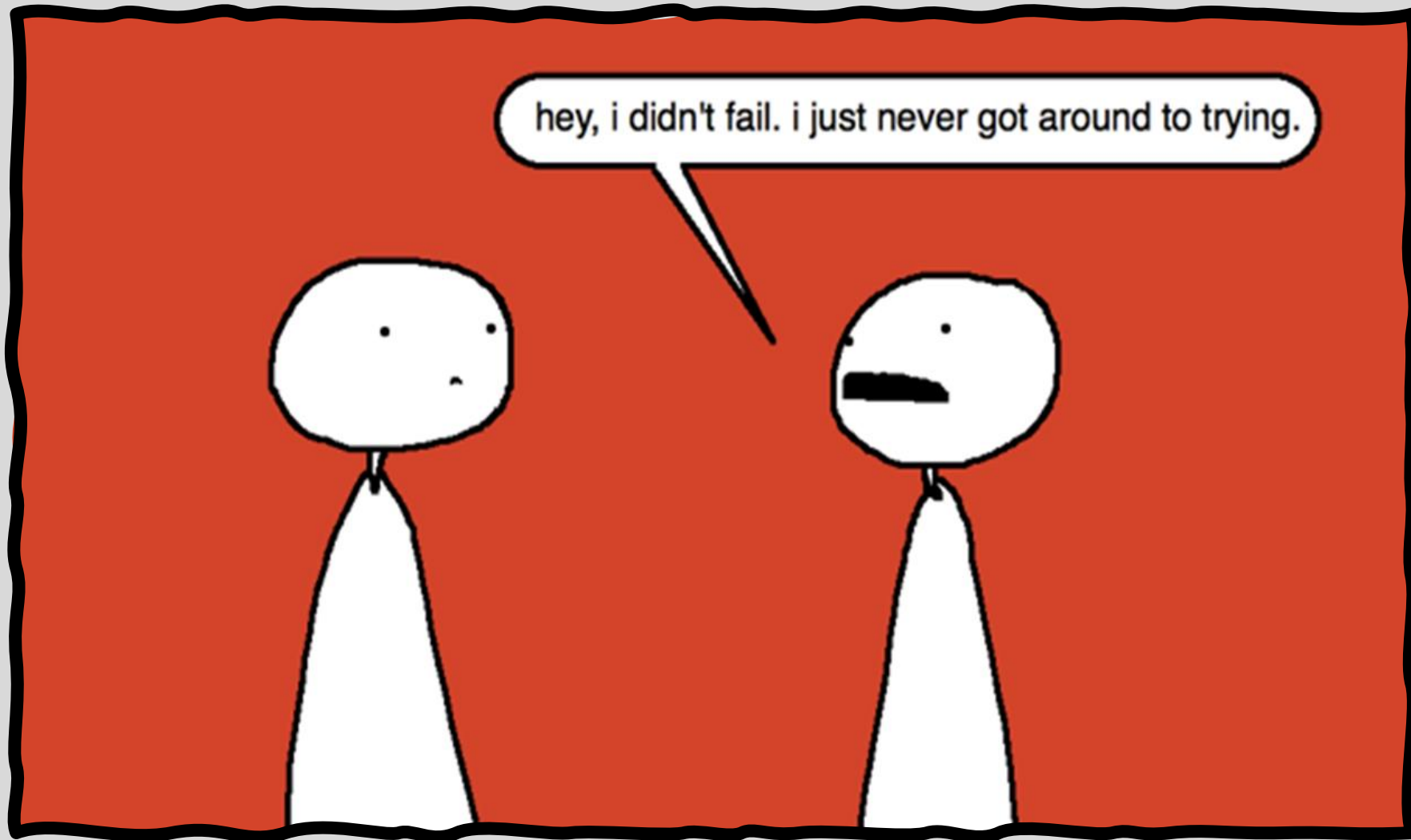
The Atticus 100% Money Back Guarantee

Atticus understands enrolling in a relationship with us is a significant investment. It involves commitment of your time, resources, and finances. You may be uncertain of our programs' value to you looking from the outside. That's why Atticus offers a 100% money-back guarantee.

If you do not believe the materials, concepts and techniques provided to you add significant value to your firm, tell us and we'll refund your investment in full – without question.



The 90-Day 'Think About It' Program



bit.ly/atticuswebinars

June 4– 3pm EDT

**How to Boost Your
Practice's Marketing
Performance with a Social
Media Audit**



The Atticus Advantage Growth Essentials™
WEBINAR SERIES

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Final Thoughts and Questions



QUESTIONS?

To ask a question:

- Use the chat function on your GoToWebinar dashboard to send a message to the event organizer. If you would like your question to remain anonymous, indicate so in your message.
- Click the hand icon to indicate you have a question or comment, and we'll call on you. When we do, we will "unmute" you so that you can be heard.

Thank You!

grow@atticusadvantage.com



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