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1. More Time & Happy Clients Too!

[*Capturing More Time...And Keeping Your Clients Happy While Doing It*](#) is a goal that will appeal to solo, small firm and large firm lawyers alike. This practical article provides a wide range of strategies to help you keep better track of your billable day.

2. Software "Cheat Sheet"

If you are considering or assessing your legal accounting and practice management software needs, David Bilinsky, Practice Management Advisor with the Law Society of British Columbia has done some of the legwork for you. The article [From Abacus to Versys: accounting and practice management software](#) published in the March-April 2006 issue of the Law Society of British Columbia's *Benchers' Bulletin* describes the list as including "the types of products each supplier carries, the size of firm the products are best suited to, and the relevant website addresses, telephone numbers and email addresses."

3. Resources for Solo Lawyers

Here are some excellent resources for solo and small firm practitioners, from the January/February issue of Law/Practice:

- [Going Solo: Rising to the Challenge](#)
- [Wide Open Spaces: Advice for Starting Up a Solo Practice](#)
- [Locking the Doors and the Windows: Security in the Solo World](#)
- [How to Set Up a Law Library: Solutions for Solos and Small Firms](#)
- [A Financial Checklist for the New Solo Firm](#)

4. CPLED Resource Materials on CD

You can now purchase the current CPLED resource materials on a searchable CD. These former bar admission course materials are the single most comprehensive source of Manitoba practice and procedure. The CD has the full text of thousands of pages of procedure and precedents, and is fully searchable. The content is current to August 2006, and will be updated annually. You can buy a subscription for five years of up-to-date CDs for a total price of \$500.00, or you can buy this year's CD for \$150.00. Don't miss this chance to sign up to receive this valuable resource on your desk immediately and in the years to come. Contact [Legal Studies](#) to order your set.

5. Essential Supports

Support staff, by definition, are there to provide you with support and assistance in meeting the expectations of your clients and in fulfilling your professional obligations. Whether you work solo, in a small firm or in a large firm environment, making effective use of your support staff is essential. Following are some practical resources to help you do just that:

- [*Should You Do Your Own Clerical Work?*](#)
- [*Exceptional Client Service: The Essential Role of Support Staff*](#)
- [*How to Delegate*](#)
- [*Hiring and Working with Support Staff: A Guide for Solo and Small Firm Lawyers*](#)
- [*Even the Lone Ranger Needed Tonto: Staff is Essential in Any Solo Practice*](#)

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