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# Run Your Firm Like a Business: An Operational Guide for the Solo Practitioner and Small Law Firm

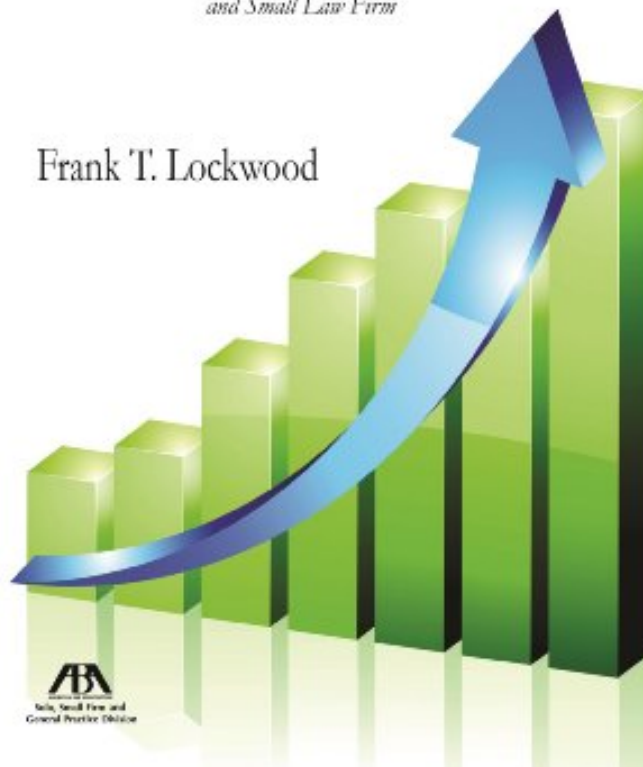
Frank T. Lockwood

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## Run Your **FIRM** Like a **BUSINESS**

*An Operations Guide for the Solo Practitioner  
and Small Law Firm*

Frank T. Lockwood



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**Frank T. Lockwood : Run Your Firm Like a Business: An Operational Guide for the Solo Practitioner and Small Law Firm** before purchasing it in order to gage whether or not it would be worth my time, and all praised Run Your Firm Like a Business: An Operational Guide for the Solo Practitioner and Small Law Firm:

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real-world advice.

Use *Run Your Firm Like a Business* to address the challenge of practicing law while managing the administrative and business demands of your practice. Powerful systems developed and refined over years help resolve the tension between the tasks of the business, and actually doing the legal work for which you were trained. This book shifts the paradigm of avoiding the administrative part of the profession and allows you to plan your business strategy like you plan your case strategy. Revolutionary systems, how to design them, implement them, and stick to them are all outlined in this helpful guide. The book provides detailed advice on: Effective information management system  
Choosing good clients and employees  
Marketing  
Timekeeping, billing, and collection systems  
Business operations including outside resources to consider, and more.

About the Author  
Frank T. Lockwood is a retired lawyer who resides in Honolulu, HI.