

LAW FIRM PROCESS IMPROVEMENT

HOW TO CREATE YOUR SOPs IN FIVE STEPS

Creating SOPs might seem daunting at first, but it's a straightforward process that pays off in the long run. Begin by selecting a task you do frequently — anything from client intake to document drafting to billing. We recommend starting with a process that lies in the bookends of your practice — one that takes place before the legal work begins (like intake) or that happens once the legal work is over (like invoicing). Once you've picked the process or task, here's the process we recommend for creating your SOPs.

[Read the full article](#) and more process tips on [Attorney at Work](#).

