



Checklist for (Re)Starting Your Law Firm

	Completed	In Progress	N/A
Business			
Establish Goals (KPIs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider physical location needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish marketing and intake strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish virtual vs F2F policies with clients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Labor			
Establish WFH/remote work policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish hiring goals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluate diversity policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Legal Practice			
Leverage eSigning and eFiling practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish billing strategy (e.g. hourly, fixed, contingent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer just-in-time communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>