



Resources for Tough Times

The State Bar of Texas is committed to providing Texas lawyers with the tools and resources they need to be successful — especially during these tough economic times. At www.texasbar.com/toughtimes, Texas lawyers can find links to job search and networking sites, free legal research, member discounts, free CLE, and stress-management assistance.

For the roughly 60 percent of Texas lawyers who work in firms with five or fewer attorneys, the State Bar's law-practice management resources may prove especially helpful.

Law Practice Management Program

The State Bar Law Practice Management Program offers assistance to solo and small-firm practitioners in the management of their practices through website resources, interactive web tools, the *Practice Manager* e-newsletter, and CLE programming.

State Bar members can find numerous helpful training tools and materials, including:

- A free database of peer-reviewed resources to help you start a law practice (resources are linked by topics ranging from “Indispensable Resources” to “Marketing, Client Relations, and Business Marketing”);
- Free “how-to” brochures, such as “How to Set Your Billing Rates,” “How to Draft Your Employee Handbook,” “How to Prepare a Needs Analysis for Technology,” “How to Prepare a Cash-Flow Budget,” “How to Set Up Your Client Trust Accounts,” and “How to Write and Implement a Law Office Business Plan”;
- A free e-newsletter offering practice management tips;
- A free online self-assessment tool to help you evaluate your management practices; and
- Online classes on practice management topics (such as “Alternatives to Hourly Billing” and “Maintaining Your Legal Calendar and Docket”).

Aimee Hess, a sole practitioner in Streetman, attributes her success, in part, to attending a Law Practice Management seminar. “My law practice is a direct result of the Law Practice Management Program,” Hess said. “It required work on my part and good client relations, but LPM provided the resources — the seminars, the contacts, the newsletters, the online tools. I recommend the program every chance I get!”

Office in a Flash

The Texas Young Lawyers Association created *Office in a Flash* to provide Texas lawyers with all of the information they need to establish a law practice. The innovative resource guide, which is available on a flash drive or through the TYLA website at www.tyla.org/officeinaflash, includes information about:

- Business plans (from “Drafting Your Business Plan” to information about partnerships and professional entities);
- Office space (from signage to tips for working from home);
- Technology (from online faxing to file syncing);
- Sources of revenue (from referral sources to fee agreements and billing); and
- Money management (from client trust accounts to conflicts of interest).

Also included as part of *Office in a Flash* are document templates, a free one-hour CLE on law office management, and several short video segments.

Practice Tips In Good Times and Bad

To assist lawyers during this challenging economic environment, TexasBarCLE has created a series of free career development webcasts. The one-hour webcasts have covered such topics as:

- “Blocking and Tackling: Interviews/Resumes/Social Media”
- “Rainmaking in a Drought”
- “So You Are Starting Your Own Practice?”

To access the series of free “Practice Tips In Good Times and Bad” webcasts, go to www.texasbarcle.com and click on “Free Online Class.”