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include nearly enough detail. Having detailed dockets is critical as a record of the work you did on a file, and for communicating to the client what was done.

A detailed docket looks something like this: "telephone conference with client re details of weekend access problems." Or, "drafting of correspondence to client confirming instructions to skip zoning search."

It will take you mere seconds to add a bit of extra detail to your docket entries. The ROI on those few seconds will be massive. Detailed dockets will help you refresh your mind as to the work that was done on a matter, even if it was in the distant past. You will also find that they give clients much less opportunity to complain about their accounts. If you have to make a submission as to costs, sue a client for fees, or appear before an assessment

officer, detailed dockets will make proving your fees were reasonable a slam dunk, and they quite possibly could save your skin in a malpractice claim.

Docket every minute you spend on a file

Don't pre-judge and write off time spent on a file as unnecessary by not docketing it on the day it was done. Docket everything and wait until you final or interim bill the file, at which time you can properly judge all the factors that determine what should be billed on the matter.

Docket all administrative and other non-billable time

Unfortunately, not all your time is billable. Inevitably you must spend time on many non-billable tasks: marketing, administration, training, CLE and so on. To assess your performance and under-

stand where your time is going, you need to understand how much time you are spending on all your non-billable tasks, and what they are. You can't do this without a complete record of your time – so docket everything.

Slice and dice your numbers

Lastly, with a more complete record of your billable and non-billable time, you have a rich set of data that helps you understand where you are spending your time, and how you can realign your tasks to increase your billable hours.

Throw-out those time sheets and get e-docketing!

Dan Pinnington is director of practicePRO, LAWPRO's risk/practice management program. Dan can be reached at dan.pinnington@lawpro.ca

C A L E N D A R

Events calendar



September 7

Risk Management and Claims Prevention

Dan Pinnington, practicePRO
Aird & Berlis LLP, Toronto

September 12

Become a Roads Scholar – OBA CLE
TitlePLUS sponsoring
OBA, Toronto

September 20

The Annotated Agreement of Purchase and Sale for Residential Property Law – Law Society CLE

TitlePLUS sponsoring
Law Society, Toronto

September 21

Trusts & Estates dinner program
OBA

Solicitors' Negligence & Your Insurer: Reporting & Avoiding Claims

Deborah Petch, LAWPRO
OBA, Toronto

September 23

practicePRO Technology Breakfast
Living in a Paperless Office With Just One Filing Cabinet

Peter Henderson,
Kramer Henderson Melconian
LAWPRO, Toronto

September 26

Canadian Association of Paralegals
Annual Conference

Avoiding Malpractice and Liability Claims
Dan Pinnington, practicePRO
OBA, Toronto

September 29

OBA – Young Lawyer's Division Family Law Conference

Developing and Maintaining Positive Solicitor/Client Relationships

Yvonne Bernstein, LawPRO

OBA, Toronto

October 4

"Realtors Without Borders" Trade Show

TitlePLUS exhibiting

Hamilton Convention Centre, Hamilton

October 6

4th Annual Real Estate For Law Clerks

TitlePLUS sponsoring

Law Society, Toronto

October 12

Winnipeg Real Estate Board Trade Show

TitlePLUS exhibiting

Canad Inn Polo Park, Winnipeg

October 13

Insurance Brokers' Association of Saskatchewan Convention

TitlePLUS exhibiting

Radisson Hotel, Saskatoon

October 14

Pacific Legal Technology Conference

Dan Pinnington, practicePRO

TitlePLUS exhibiting

Vancouver Convention and Exhibition Centre, Vancouver

October 19

HLA 19th Annual Joint Insurance Seminar

Emerging Ethical Issues and Malpractice Claims

Kim Carpenter-Gunn, Waxman, Carpenter-Gunn

TitlePLUS sponsoring

Sheraton Hotel, Hamilton

October 19

Halton Symposium and Trade Show

TitlePLUS exhibiting

Oakville Conference Centre, Oakville

October 19-22

TLOMA Conference

TitlePLUS sponsoring

White Oaks Conference Resort and Spa, Niagara-on-the-Lake

October 20-21

Thunder Bay Law Association CLE

TitlePLUS sponsoring and exhibiting

Victoria Inn, Thunder Bay

October 26

Opening Your Law Practice – Law Society CLE

Technology Tips

Dan Pinnington, practicePRO

Law Society, Toronto

October 26

Charity Hot Spots – OBA CLE

Limits On LawPRO Coverage

Dan Pinnington, practicePRO

OBA, Toronto

November 1

12 Minute Civil Litigator – Law Society CLE

Avoiding Litigation Malpractice Claims

Dan Pinnington, practicePRO

Law Society, Toronto

November 1

The Bare "E" Essentials: Issues and Answers in Four Major Practice Areas – OBA CLE

Dan Pinnington, practicePRO

Holiday Inn, Barrie

November 2

CUPA Conference

TitlePLUS exhibiting

Royal York Hotel, Toronto

November 6

CIMBL Conference & Expo

TitlePLUS exhibiting

Metro Toronto Convention Centre, Toronto

November 16

The Six-Minute Real Estate Lawyer 2005

TitlePLUS sponsoring

Law Society, Toronto

November 16

Safeguarding Real Estate Transactions

TitlePLUS sponsoring

Law Society, Toronto

November 28

Electronic Discovery and the New ED Guidelines – OBA and The Advocates' Society CLE

Why electronic documents are different

Dan Pinnington, practicePRO

OBA, Toronto

November 29

Convenants Concerning the Use of Land: Review and Reconsideration

TitlePLUS sponsoring

OBA, Toronto

For more information on practicePRO events, contact Susan Carter at 416-596-4623 or 1 800 410-1013, or e-mail

susan.carter@lawpro.ca.

For more information on TitlePLUS events, contact Marcia Brokenshire at 416-598-5882 or e-mail marcia.brokenshire@lawpro.ca.