

# 10 tech tips for lawyers who hate wasting time

Technology is supposed to help us but that only happens if we know how to make the most of it. To give you a head start, we've put together 10 actionable, no-nonsense tips that address common time wasters. Start upgrading your technology know how now and give one of these a try.

1. Use **legal practice management software** to help manage your work and simplify how you do things. Consider your practice needs when choosing a software. There are programs that highlight a particular feature such as accounting and others that offer all-in-one solutions including billing, document management, client portals, calendaring, and time tracking features.
2. **E-signatures** speed up the traditional process of getting a document signed by a client. Using e-signatures allows for a fast and secure exchange of signed documents and it's also convenient if your client is in a different country or only has access to a smartphone.
3. Preparing and sending invoices to clients can be time-consuming and tedious. Use a legal payment software and start **E-billing clients**. After the initial invoice is sent, you can schedule automatic reminders to be sent out if the invoice is not yet paid.
4. Get paid faster? How? Start accepting payment of your invoices online. An **online payments** or accounting software with a built-in online payment option helps you get paid faster and is convenient and easy for your client.
5. **Go paperless and use the cloud to store your documents**. Digitize all documents using scanners and store your files in a secure, cloud-based document management system (like Dropbox or Google Drive). Electronically storing files saves space, storage fees, time searching through paper, and allows you to easily retain your files for longer.
6. What is digital "paper"? Use a **digital notebook** instead of paper or instead of using your laptop to make notes. Digital notebooks allow you to keep your notes in one place, easily edit your notes, and share them with others instantly. You can also backup your notes digitally so if you misplace your notebook your notes are not lost.
7. Use a **digital to do list** app or software like Microsoft To Do to keep you organized. No more messy scribbles on random sticky notes that get misplaced. Set reminders, quickly reorganize tasks, and access your list from your phone or computer anytime and anywhere.
8. Use an **online booking and appointment scheduling** tool like Microsoft Booking or Calendly to allow clients to book meeting times and phone calls with you without the time-consuming back and forth trying to coordinate and schedule a day and time. Add a link to your online booking calendar in your email contact and direct clients to click on the link to schedule a time with you immediately.
9. "Hello, you've reached VoIP. Please leave your message after the tone." Use a **Voice over Internet Protocol (VoIP)** (like RingCentral) instead of a traditional telephone line. Avoid the hassle of hardware and telephone wires. All you need is an internet connection. Get a service with a good mobile app – this will make remote or hybrid work even easier.
10. For most of us, speaking is faster than typing. Use a **secure digital dictation app and transcription software** to record notes, memos, and client interviews and meetings. Your spoken words can later be automatically transcribed into text and saved to your file, word for word!

Technology can help lawyers practice more effectively and efficiently. PracticePRO offers a list of programs, services, and apps that can assist with law office tasks, functions, and even help lawyers provide legal advice to clients. Download the list at [practicepro.ca/techproducts](http://practicepro.ca/techproducts)