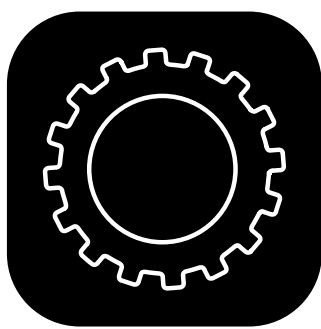


PREPARING FOR SUCCESSION



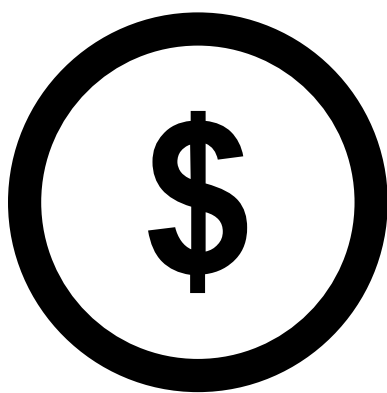
Maximise sales

Utilise existing networks to extend your client base in order to win new work and increase revenue. Set SMART goals and budgets.



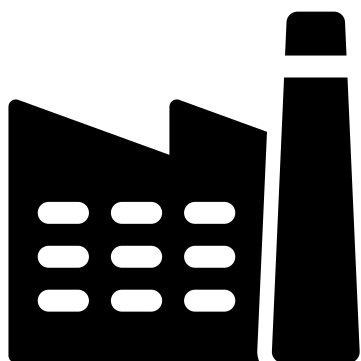
Implement efficient practices

Improve the pipeline and how you produce your work as clients increasingly require work to be completed faster, cheaper and more efficiently.



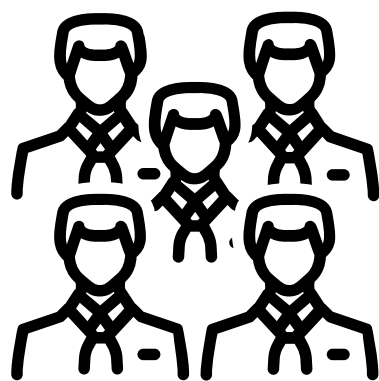
Monitor billing

Consider your method of billing in terms of using billable hours or fixed fees. Stay on top of accounts receivables.



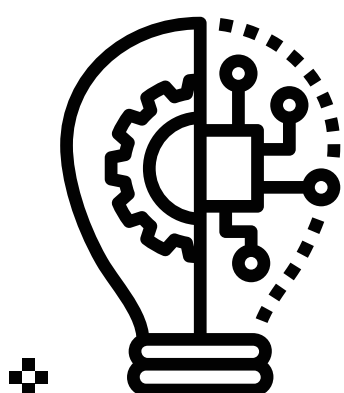
Scale

Build a scalable firm. Invest in people, systems and processes that will support your firm to grow and expand.



Ensure effective human resources

Spend time developing a positive culture and setting good standards of practice; show your people that they are important and valued.



Take advantage of technology

Consider the ways in which emerging technology, such as automation, eDiscovery and other products, could create efficiencies for your firm.