

# 7 EASY WAYS TO REDUCE INTERRUPTIONS AT YOUR PI FIRM

At every law firm, staff experience frequent interruptions that increase costs and diminish productivity.

## STOP WASTING TIME & MONEY

Research shows that after an interruption, it takes 23 minutes to get back on task. That translates into a massive 40% productivity loss.

Fortunately, there are ways to fight back. Here are seven simple strategies you can deploy to win back productive hours:



### TRANSFER TEXT MESSAGES

Left unchecked, texts and instant messages seriously erode efficiency. So transfer messages to your case management system where they can be logged and dealt with later.



### SNOOZE EMAILS

Dealing with emails as they arrive eats up valuable time scheduled for other matters. A great tip is to use the email 'snooze' feature to postpone non-urgent messages until later.



### FORWARD PHONE CALLS

Avoid the distraction of unexpected calls by giving clients an alternative phone number. Calls to this number can be answered by a team member who performs triage and routes calls accordingly.



### REDUCE DROP-IN MEETINGS

Unscheduled meetings have a habit of eating up big chunks of the working day. To fix this problem, insist that all non-urgent meetings are scheduled appropriately.



### MANAGE STAFF-TO-STAFF COMMUNICATION

Preventing team members from interrupting each other may be hard. The answer is to train everyone on the team to respect each other's schedule, sending messages and documents in a way that doesn't interrupt.



### OUTSOURCE CLIENT TRANSPORTATION

Scheduling rides and getting people to medical appointments is an administrative time-suck. That's why law firms are turning to Compliant Clients for transportation on lien services.



### IMPROVE PHARMACY MANAGEMENT

Clients often struggle with filling prescriptions, causing legal teams to waste time on pharmacy matters. By choosing pharmacy on lien from Compliant Clients, you can ensure clients get the medications they need effortlessly.

GET MORE  
DONE

By implementing these seven simple tips, you can abolish needless interruptions. That means better outcomes for clients and a happy, productive legal team.

If you need a partner to take client transportation and pharmacy off your hands, Compliant Clients can help. We can schedule rides, manage medication needs, and keep people on track with their care plans. To find out more, **contact us** today.