

The 10PM Time Leak Self Test

For solicitors. 10 questions. 5 minutes. If you bill enough hours but cannot get the second shift down to zero, this is for you.

At 10PM, are you still at your laptop typing time entries, chasing a client document, or producing a bill? This is for you. 10PM works with solicitors billing at **£247 to £393 an hour** who already have enough work, often too much, and lose the same hours every week to admin no one ever paid them for. If your problem is finding clients, not finishing them, this test will not help. Tick the box on each statement that sounds like a normal week at your practice. Be honest. No one is watching.

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|-----------|--|--------------------------|
| 01 | Time recording at the end of the day or week.
I type my chargeable time at the end of the day, or the end of the week, reconstructing it from memory, diary entries and sent emails. <i>Typical cost: 45 to 90 minutes a week, plus the entries you forget altogether.</i> | <input type="checkbox"/> |
| 02 | Manual billing.
I produce client bills by editing Word templates, copying narratives line by line, or chasing my bookkeeper for the figures. <i>Typical cost: 2 to 4 hours a month, plus the days the bill goes out late.</i> | <input type="checkbox"/> |
| 03 | AML and ID checks by email.
Every new client involves chasing scanned passports, certified copies and proof of address. <i>Typical cost: 30 to 60 minutes per new matter.</i> | <input type="checkbox"/> |
| 04 | Conflict checks done by memory.
I run conflict checks by searching old file names, asking a colleague, or scrolling through Outlook. <i>Typical cost: 10 to 20 minutes a check, plus risk you would rather not think about.</i> | <input type="checkbox"/> |
| 05 | Engagement letters printed and scanned.
I print client care letters and terms of business, sign them, scan them, then email them back. <i>Typical cost: 20 to 30 minutes per new client.</i> | <input type="checkbox"/> |
| 06 | Chasing clients for documents.
Across my live matters this week, I have sent three or more reminder emails per matter before clients send what I first asked for. <i>Typical cost: 15 to 30 minutes per matter, spread across the week.</i> | <input type="checkbox"/> |
| 07 | Diary tennis.
A single client meeting takes four or five emails to confirm a time. <i>Typical cost: 10 to 20 minutes per meeting.</i> | <input type="checkbox"/> |
| 08 | Client updates written from scratch.
I write similar progress emails to clients on different matters, each one composed individually. <i>Typical cost: 20 to 40 minutes a week.</i> | <input type="checkbox"/> |
| 09 | Same data entered three times.
For every new matter, the same client and case details are typed again into the case management system, the time recorder, and the accounting tool. <i>Typical cost: 1 to 2 hours a week.</i> | <input type="checkbox"/> |
| 10 | End of week tidy.
I spend evenings or weekends filing emails, renaming documents, and organising matters that should have been organised when they arrived. <i>Typical cost: 1 to 2 hours a week.</i> | <input type="checkbox"/> |

Score your week

Count the boxes you ticked.

0 to 2 ticks

Your practice runs tighter than most. Either your systems are already excellent, or your matter list is light. Be honest about which one before you decide.

3 to 5 ticks

You have enough work, and you are losing 4 to 7 hours every week to invisible admin. At £247 an hour, the Grade B London 1 guideline rate, that is **£52,000 to £91,000 of capacity** over 44 working weeks. The 10PM Time Leak Audit™ at £950 is recovered inside the first month.

6 to 10 ticks

You have too much work, and you are losing 8 to 15 hours every week. At £247 to £393 an hour, that is **£95,000 to £260,000 of capacity** over 44 working weeks, and higher again at the Grade A London 1 rate of £579 an hour. This is structural. Hiring will not fix it. Working harder will not fix it. Finding the leaks and closing them will.

The maths in one line

Five hours a week at £247 an hour equals **£52,000** over a working year. Ten hours a week at £393 an hour equals **£172,000**. The 10PM Time Leak Audit™ costs £950. Either figure recovers it inside the first week.

Three honest caveats

- You will not bill every hour you recover. Some will go to thinking, to better client conversations, and to your evenings. That is the point.
- Not every leak is worth fixing. The audit ranks fixes by impact, not by enthusiasm.
- If your practice already runs with a clean case management system and proper automation, this is not for you.

Run by Anne Peire

10PM is run by Anne Peire after 15 years in enterprise B2B sales at Fountain, Soldo and Verizon. 10PM does not sell software. 10PM does not sell training. 10PM finds where your time disappears, and closes the leaks.

Ticked 3 or more? Your practice has the work. The week does not have the hours.

Two ways to act, both at 10pm.works/test.

1. The Sunday 10PM Email. One practical idea every Sunday at 9pm to help you reclaim time and create capacity without hiring. Five minutes to read, never a pitch.

2. Book a 15 minute Time Leak Review. Decide whether the 10PM Time Leak Audit™ (£950) is right for your practice.

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Scan to do both

Found this useful? Pass it on.