



Superior Support Services LLC

Behind the details.
Beside your practice.

Practical support
for litigation teams.

Your practice,
supported.

Ten Tasks Attorneys Should Stop Doing Themselves

Free Practice Support Guide for Attorneys & Law Firms.

**Your time is too valuable
to spend the day buried
in administrative tasks.**

The goal isn't to do less.
It's to spend more of your
time doing the work only
you can do.





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10 Tasks Attorneys Should Stop Doing Themselves.

1 Routine Scheduling



Coordinating meetings, appointments, consultations, calls, and confirmations.



Delegate:

scheduling, calendar invitations, meeting coordination, confirmations, and scheduling follow-up.

2 Calendar Maintenance



Organize calendars, reminders, meeting preparation, appointment updates, conflicts, and follow-up reminders.



Delegate:

calendar organization, reminder management, meeting preparation, appointment updates, conflicts, and follow-up reminders.

3 Administrative Follow-Up



Follow up on emails, documents, appointments, records, internal requests, outstanding information, and administrative action items.



Delegate:

follow-up on emails, documents, appointments, records, internal requests, outstanding information, and administrative action items.

4 Document Organization



Organize correspondence, case documents, discovery materials, medical records, supporting documentation, digital files, and administrative records.



Delegate:

correspondence organization, case documents, discovery materials, medical records, supporting documentation, digital files, and administrative records.

5 File Organization



Maintain naming conventions, folder structures, document filing, digital organization, file audits, missing-document identification, and administrative file maintenance.



Delegate:

naming conventions, folder structures, document filing, digital organization, file audits, missing-document identification, and administrative file maintenance.

A well-organized file makes it easier for everyone on the team to find what they need.



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Put Your Time Back Where It Matters.

Delegate the details. Move your practice forward.

6



Routine Correspondence

Scheduling correspondence, confirmations, administrative follow-up, document requests, status inquiries, and routine communications. Delegation depends on firm procedures and appropriate attorney supervision.

7



Case-Management Updates

Entering information, updating task status and contacts, organizing documents, recording administrative activity, and maintaining workflow checklists. Attorneys retain legal decisions and appropriate supervision.

8



Deadline Tracking

Administrative tracking of meetings, appointments, follow-up dates, document requests, internal deadlines, milestones, and attorney-established deadlines. Attorneys remain responsible for determining and supervising legal deadlines.

9



Administrative Projects

File cleanup, digital folders, templates, checklists, contact databases, resources, workflow documents, and administrative reports.

10



Special Projects Sitting on the "To-Do" List

Office procedures, onboarding checklists, technology transitions, workflow improvements, and backlogs.

The Real Question - Can I do this myself?

The BETTER Question Is:

Is this the best use of my time?

You probably can. But your time may be better spent on clients, case strategy, business development, leadership, and personal time.

YOU DON'T NECESSARILY NEED ANOTHER FULL-TIME EMPLOYEE.

You may simply need the right support at the right time.

Superior Support Services LLC provides contract practice support for attorneys and law firms through flexible remote and hybrid support arrangements.

Services can be structured around:

PRN Support

- For occasional or immediate needs.

20-Hour Monthly Support

- For attorneys who need dependable but limited support.

40-Hour Monthly Support

- For consistent weekly practice support.

80-Hour Monthly Support

- For firms with significant ongoing administrative and practice-support needs.

EXPERIENCE MATTERS

More than 35 years of executive legal-secretarial experience—helping attorneys delegate strategically, stay organized, reduce administrative overload, keep projects moving, and create more capacity for high-value work.

READY TO DELEGATE?

Schedule a complimentary 20-minute practice support assessment.

<https://calendly.com/superiorsupport/30min>

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