

Productivity Consulting & Training

+ Elevate Your Profitability +



Who we are

We are Southern California's leading **law office organizing and systemization** experts, led by Pamela Mims, an award-winning entrepreneur with over 25 years' experience in law office systemization, processes, workflows and filing systems.

Our team of office efficiency strategists work to **enhance profitability** and dramatically **improve productivity**.



Sotheby's
INTERNATIONAL REALTY



What we do

*We take a strategic and collaborative approach to improving your business office systems. We analyze processes, identify gaps and implement improvements that address *root causes* associated with information, people, technology and process deficiencies. We provide practical business solutions to help your law firm achieve maximum performance.*

What we offer

- ✓ Productivity Assessments & Solutions
- ✓ Workflow / Business Systemization
- ✓ System Audits
- ✓ Workstation Manuals
- ✓ Filing System Setup
- ✓ Staff Training & Workshops

Benefits

- ✓ Increase billable hours
- ✓ Enhanced client service. Staff are better equipped to work productively and focus on clients.
- ✓ Reduce wasting time looking for documents
- ✓ A streamlined and well-documented workflow with scalable and long-term benefits
- ✓ Clear direction and control over processes, organization and operations

"Mims' advice saved me \$25,000 in wasted hours this year." - Audrey, Financial Planner, Los Angeles

Contact

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