

Law Office Satisfaction & Planning Self-Audit

Audit Inquiry	Response & Explanatory Remarks	Improvement Strategy	Completion Date
1. Do you create a written plan of personal and professional goals each year?			
2. Do you usually accomplish the goals you set for yourself?			
3. Do you feel as though you stay on top of your to-do list?			
4. Do you feel as though your work controls you more times than not?			
5. What areas of your practice do you want to expand?			
6. What areas do you want to decrease?			
7. Are you managing and balancing your personal and professional lives satisfactorily?			
8. (a) What are your personal ethics, standards, and values?			
(b) What are the ethics/standards/value of your firm?			
(c) Do the firm's values seem to be in harmony with yours?			
9. Why did you choose your current work (e.g., money potential, service to others, prestige)?			
10. (a) What are the most-enjoyable aspects of your work?			
(b) What are the least enjoyable?			
11. (a) What are your most profitable practice areas?			
(b) What are the least profitable?			
12. If you could leave your firm and/ or the practice of law without suffering a financial loss, would you?			
13. What type of work would you want to do if you did leave?			

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14. If you went on a sabbatical, what would you like to do and for how long?			
15. (a) What do you like most about the people in your law office?			
(b) What do you like least?			
16. What concerns you most about the following: (a) Your clients?			
(b) Your supervisor or partners?			
(c) Staff /employees?			
17. Do you have a steadily good working relationship with: (a) Your staff?			
(b) Your partners?			
(c) Associates?			
18. Make a list of 10-20 of your favorite activities, stress relievers, hobbies, etc.....how many of them have you made time for in the last 6 months?			
19. Do you carve out time for yourself and to be with family and friends each week or do you think you're just too busy?			
20. What things do you regret not doing last year, the year before, etc.?			