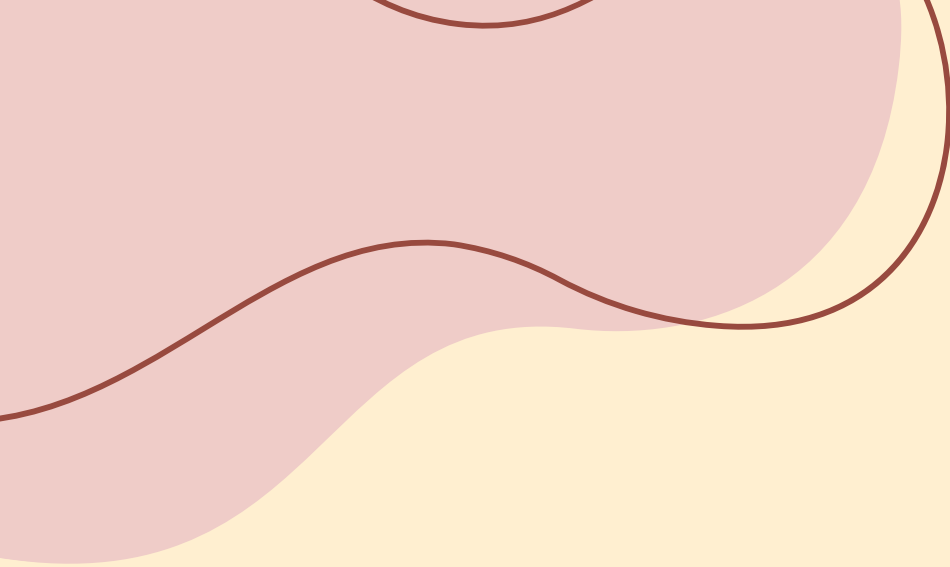
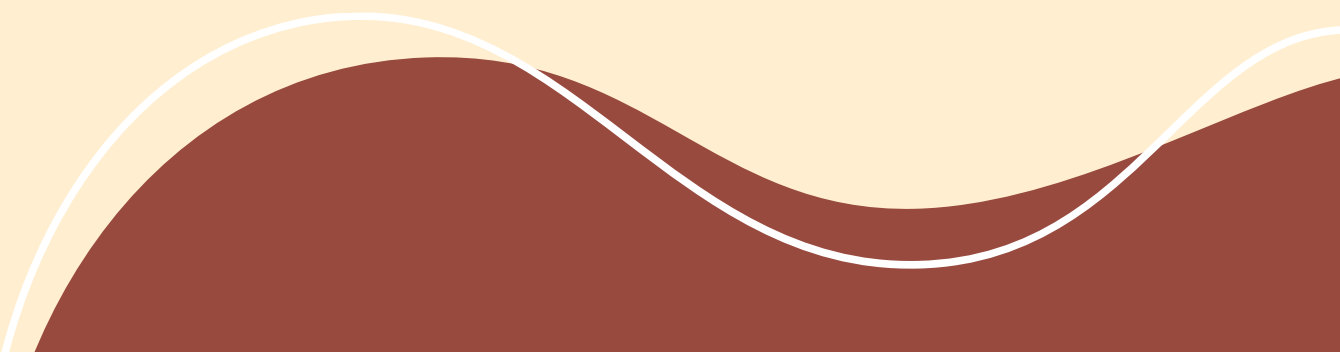




THE M.O.N.E.Y. TECHNIQUE

A Practical & Mindful Guide to Setting Up
Your Solo Law Practice the Right Way

By Andreea Parc



ABOUT ANDREEA PARC

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The A.P.P.L.E. Technique & The M.O.N.E.Y. Method

Risk management from the inside out — where your awareness shapes every decision.



Alive.Again Podcast

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INTRODUCTION

Congratulations — you’ve passed the bar.

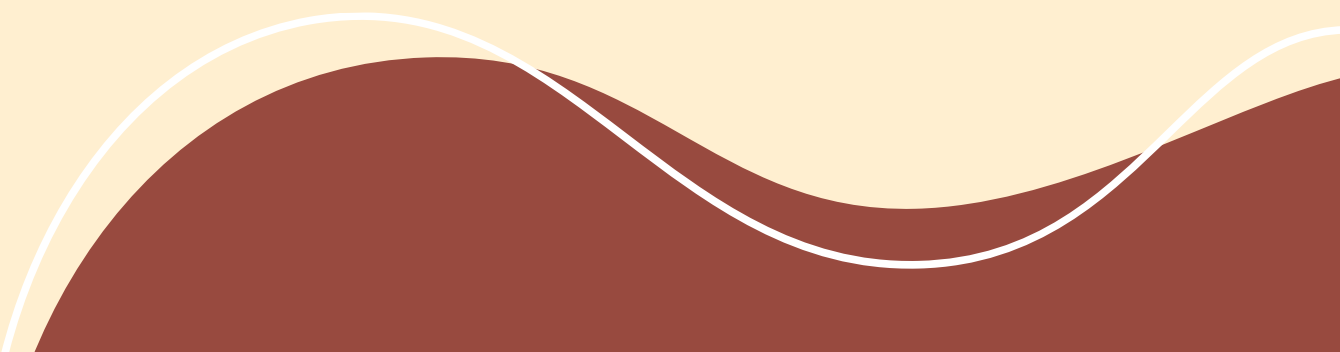
Now comes the real challenge: building a law practice that works for you, not against you.

Most young attorneys jump into private practice without a clear structure. They take every client, chase every dollar, and end up exhausted, disorganized, and disillusioned.

I know — because I lived it.

That’s why I created the M.O.N.E.Y. Technique — a simple, mindful framework to help you set up your solo or small firm with clarity, balance, and purpose.

This is not just about business — it’s about building a foundation that honors your time, values, and well-being.



M — MANAGEMENT

Set Boundaries Before You Set Goals

You are your most valuable asset.

Your calendar, habits, and boundaries define your business — not your clients.

 Start with Personal Time First

Block your self-care, exercise, rest, and family time before scheduling client work.

This prevents burnout and resentment.

 Structure Your Week

- Admin days/times (billing, emails, systems)
- Client days/times (calls, hearings, meetings)
- Strategy days/times (growth, reflection, improvement)

 Tip Box:

Use an online scheduler to protect your availability.

"If you are not well, nothing will happen." — Andreea Parc

O — OPTIMIZATION

Build a Practice That Reflects You

This is where you design your law firm from the inside out.

Ask yourself:

- Why did I become a lawyer?
- What kind of cases bring me energy?
- Do I really need an office or is that just image?

Checklist:

✓ Find the Right Help

Bookkeeper, virtual assistant, or freelance paralegal.

✓ Mentorship Matters

Shadow an experienced attorney in your field.

Learn from their systems, their failures, not only their wins.

Quote Box:

💬 "Filing forms is not practicing law. Your value is in your thinking, your presence, and your service."

N — NEED

Clarify What You Truly Need

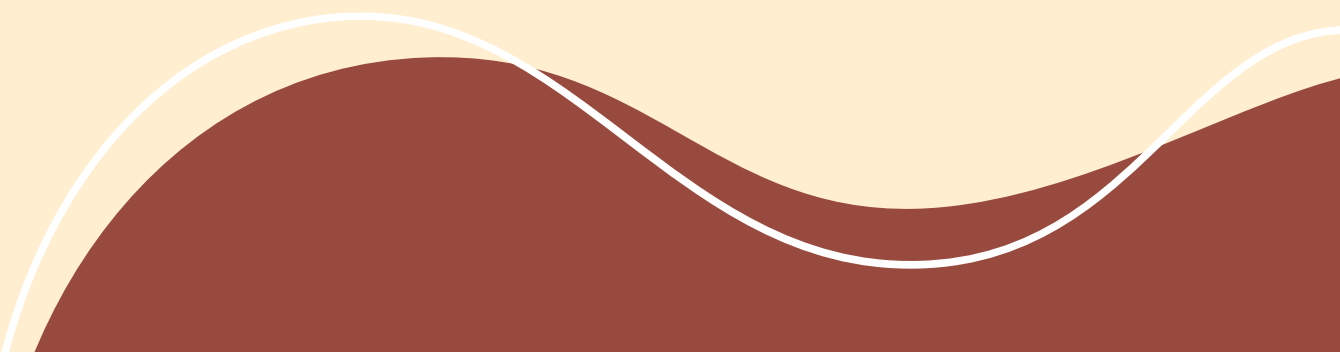
Needs drive most decisions — and ignoring them leads to stress, misalignment, and regret.

Ask:

- What do I need financially to live with peace?
- What do I need emotionally to stay motivated?
- What do I need professionally to feel confident?

Highlight Box

“You are not just setting up a firm. You are setting up your life.”



E — EARNINGS

Treat Your Law Firm Like a Business

Law school didn't teach you how to run a business — but your success depends on it.

Systemize Your Billing

Use automated invoicing tools.

Discuss Fees Upfront

Transparency builds trust and eliminates money chases.

Track Cash Flow

Know exactly what's coming in and going out each month.

Reflection Box:

Ask Yourself:

- Am I charging based on value or fear?
- Do I need retainers to protect my time?

“You can't serve from an unpaid invoice.”

Y — YIELD

Reflect, Measure, Adjust

Your practice will evolve — and you must evolve with it

At the end of each day or week, ask yourself:

- What did I accomplish?
- What drained me?
- What energized me?

Your law firm should grow with you — not against you.

  Practice Reflection

Take time to review progress and adjust systems.

 Remember

Success is not how much you make — it's how aligned you feel while making it.

Quote Box:

“The return on investment means nothing if there's no return on intention.”

FINAL THOUGHT

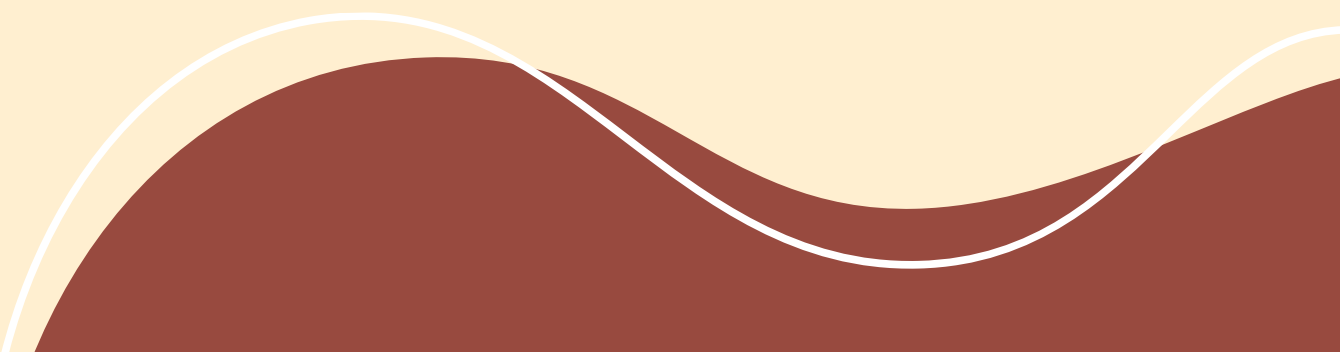
You became a lawyer to make a difference.

**But to serve others well, you must first learn to serve yourself
— with clarity, care, and boundaries.**

The M.O.N.E.Y. Technique gives you a structure:

- **Manage your life first.**
- **Optimize what you have.**
- **Name your real needs.**
- **Earn with confidence.**
- **Yield results that feel good and do good.**

Your future self will thank you.



BONUS CHECKLIST

First Steps for Solo Practitioners

- ☐ Register your business name
- ☐ Choose a business structure
- ☐ Open a business bank account/IOLA
- ☐ Get professional liability insurance
- ☐ Choose a case management and billing system
- ☐ Create an engagement agreement template
- ☐ Define your practice area
- ☐ Find a mentor
- ☐ Build a support network
- ☐ Schedule your wellness time first
- ☐ Ask for Help from an Expert

Ask for help from a consultant, outside general counsel, or a trusted lawyer friend to review your setup.

Even as an attorney, it's easy to overlook details in your own systems. An outside perspective can spot gaps, risks, or inefficiencies far more easily — and save you time, stress, and expensive mistakes.

