

Legal Knowledge Efficiency Audit

Free 3-Minute Knowledge & Capacity Diagnostic for Law Firms

LEGAL SECOND BRAIN

Purpose: Use this 3-minute diagnostic to identify where non-billable "digital archeology" is reducing attorney efficiency, quantify the annual cost of knowledge inefficiency, and evaluate readiness for a Legal Second Brain.

1 Knowledge Silos & Search Friction

- ☐ **Single-Point-of-Failure Staff**
Specific paralegals or partners are human routing hubs because no one else knows where key files live.
- ☐ **Recreating Previous Work Product**
Attorneys frequently draft clauses or research points from scratch because locating past precedents takes >20 mins.
- ☐ **Fragmented Storage Channels**
Approved work lives split across local drives, email attachments, DMS folders, and personal bookmarks.

2 Precedent & Template Drag

- ☐ **Outdated Template Usage**
Associates occasionally pull outdated contract versions from past matter folders instead of standard forms.
- ☐ **Negotiation History Loss**
The firm lacks a searchable record of previously negotiated compromise language for standard clauses.
- ☐ **Uncaptured Research Memos**
High-value legal research written for Client A is rarely indexed or reused when a similar issue arises for Client B.

3 AI Tooling & Workflow Fit

- ☐ **Generic Chatbot Frustration**
Public AI tools are rarely used because they lack context regarding your firm's specific files.
- ☐ **Copy-Paste Context Overhead**
Attorneys spend significant time manually copying, redacting, and pasting documents into AI prompts.
- ☐ **Low AI Adoption Across Team**
AI tools are used as ad-hoc novelties rather than an integrated institutional practice habit.

4 Governance & Security Readiness

- ☐ **Client Confidentiality Walls**
Lack of automated permission boundaries to prevent cross-client data exposure in AI queries.
- ☐ **Source Attribution Requirement**
Firm policy mandates every AI recommendation must cite the exact underlying matter document page.
- ☐ **Clean Document Repositories**
The firm has a core set of final work product (e.g., 500+ executed agreements or briefs) ready to index.

Annual Knowledge Efficiency Impact Estimator

(Hours Spent Searching x Hourly Rate x Fee-Earners x 48 Weeks)

TIME SPENT SEARCHING

____ hrs / fee-earner / wk

FEE-EARNERS

____ total staff

AVG BLENDED RATE

\$ ____ / hr

EST. ANNUAL IMPACT

\$ ____

Get a Free Review of Your Results

Email your completed audit to solutions@thesetantagroup.com with the subject line "AUDIT". We'll review it for free, identify your top three knowledge-efficiency bottlenecks, and show where a Legal Second Brain could have the greatest impact.