

**JEROME H. BERENSON INNS OF COURT
APRIL 12, 2022 PRESENTATION**

Home Is Where the Office Is



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Helpful Articles On Managing A Home Law Office And Tackling Procrastination

Neil Fiore, *The Now Habit: A Strategic Program for Overcoming Procrastination and Enjoying Guilt-Free Play* (Los Angeles: Jeremy P. Tarcher, Inc. 1989), pp. 61-67.

Tips for Adjusting your procrastination mindset by using positive messaging, such as

“I must” versus “**I choose to**”
“I have to finish” versus “**when can I start?**”
“This project is huge” versus “**I’ll do one small task.**”
“I have to be perfect” versus “**I can be human**”

“I’ll have time for rest, fun, and relaxation when this project is done”
versus “**I choose to make time for reasonable rest, fun, and relaxation no matter how busy I am.**”



www.attorneyprotective.com/TimeManagementTips

Tab to “articles and downloads” to access:

- The Essential Skill of Time Management;
- Time Management Habits - How to Develop Good Ones;
- Yes, You Can Learn To Keep Your Desk Clutter-free;
- Overcoming Procrastination;

- Timesaving Telephone Techniques;
- How to Create the Perfect Organizer
- How to Delegate;
- Ten Tips for Using Technology Efficiently;
- Basic Time Log; Time keeping grid; Tips for Using Outlook for your To Do Lists; Tips for Using Word To-Do Lists; and Weekly Planning Grid.



<https://sfvba.org/wp-content/uploads/2022/03/Valley-Lawyer-March-FINAL-2022.pdf> p32-34



The Washington Post:

<https://www.washingtonpost.com/technology/2019/05/06/alexa-has-beeneavesdropping-you-this-whole-time/>

Tech Resources

"What Technology does your law firm actually need?" prepared by Clio.com

https://www.clio.com/blog/legal-technology-law-firms/?utm_source=internal&utm_medium=email&utm_campaign=nurture-june-2021-exp&utm_content=cta&mkt_tok=MDQ4LUFDUi05MzAAAAGDo1BWojt8SzM-nP5bmqTbJ9UtFVukJ-mnNi1ZPTucXxvBG0j1YahsrEn_fONV8AFXwXGMlfJrHGruGWZVXlaHEYL7YTDke6BI3Qvja-oHINY

The Cloud and Security

Virtual Personal Networks (VPNs) combined with home-based internet and Wi-Fi are vulnerable to security breaches. The answer may be in the cloud. The two most-utilized cloud services have been data backups and email hosting including less known companies such as Box.com and many others. Make sure that these services have sufficient security. Since March 2020, all operations can be stored in the cloud with a computer becoming a terminal that only needs enough power, memory, and hard drive space to negotiate the internet and reach the cloud. In fully cloud-based administration and operations capabilities, Microsoft 365 leads the pack with Google Workspace close behind. Amazon Web Services places third on the list with a handful of apps that are not truly integrated. Trust is critical as both Google and Microsoft are the subjects of class-action lawsuits brought about specifically alleging their misuse of consumer data. So far, the merits of the suits have not yet been determined.

Sharing Information between equipment

ReMarkable.com produces a "paper tablet" that allows seamless organized importation of your scribbles/notes to other devices.

Giving yourself time to correct email errors

How to Extend the Send Cancellation Period before you send an email in Gmail: Click on the cogwheel icon, then click "See all settings". In the "General" tab of the settings, find the "Undo Send" section, then select your preferred time period from the drop-down, menu. Your options to choose from are 5, 10, 20, and 30 seconds. Once you've made your choice, scroll to the bottom of the page and click "Save Changes". Similar service is available on Outlook on Windows. You

can also schedule emails to be sent at a later time on Gmail by clicking the down arrow to the send option and selecting “schedule send” to specify the date and time to send an email. Outlook has a similar function in its “delivery options” by using the “do not deliver before” box.

Relevant California State Bar Ethics Rules

Rule 4.4 Duties Concerning Inadvertently Transmitted Writings:

Where it is reasonably apparent to a lawyer who receives a writing relating to a lawyer’s representation of a client that the writing was inadvertently sent or produced, and the lawyer knows or reasonably should know* that the writing is privileged or subject to the work product doctrine, the lawyer shall: (a) refrain from examining the writing any more than is necessary to determine that it is privileged or subject to the work product doctrine, and (b) promptly notify the sender.

Rule 1.6 Confidential Information of a Client:

(a) A lawyer shall not reveal information protected from disclosure by Business and Professions Code section 6068, subdivision (e)(1) unless the client gives informed consent, or the disclosure is permitted by paragraph (b) of this rule.

Rule 1.10 Imputation of Conflicts of Interest:

(a) While lawyers are associated in a firm, none of them shall knowingly represent a client when any one of them practicing alone would be prohibited from doing so by rules 1.7 or 1.9.

Rule 1.1 Competence:

(a) A lawyer shall not intentionally, recklessly, with gross negligence, or repeatedly fail to perform legal services with competence.

“**Comment [1]** The duties set forth in this rule include the duty to keep abreast of the changes in the law and its practice, including the benefits and risks associated with relevant technology.”



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