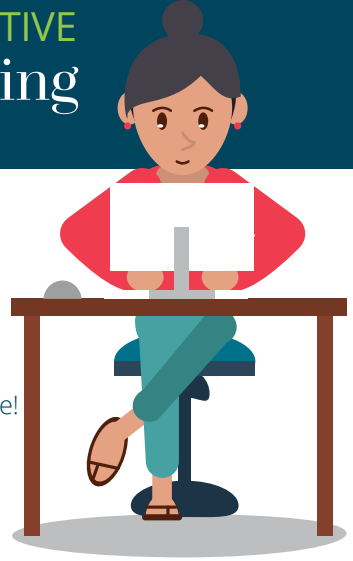


TIPS TO STAY CONNECTED & PRODUCTIVE in a World of Social Distancing



- **Increase Social Media Presence**- Look at updating your firm's website, social media profiles, and any information in a directory. Make sure any external links are up to date and update any photos or personnel. Increase your social media presence by posting 2 times per week. Your clients are probably on social media now more than ever, take advantage!
- **Complete CLE**- Get your CLE credits taken care of by taking online webinars. Most states have removed the limit on distance learning. (<https://www.attorneyprotective.com/webinar>)
- **Update Calendars**- Missed deadlines are one of the top reasons for malpractice claims. The risk of missing a deadline increases during a quarantine situation. Stay on top of any deadlines and keep a hard copy of your calendar available as a backup.
- **Be Aware of Hackers**- Look out for any data breaches or fishing emails. Hackers know that you are on the lookout for any emails regarding COVID-19 changes. Confirm the legitimacy of email addresses and any hyperlinks.

- **Network with Clients**- Focus on connecting with your clients through digital channels. Your clients can still get that "face-to-face" feel without actually being there in-person. Reassure your clients that they can reach you no matter where they are by offering video conferencing options. Virtual coffee meetings can be a productive and fun option to stay connected. Phone calls are also a great way to let clients know you are still in action working on their case.



- **Stay Current on Court Closings**- Check your local court's procedures. (<https://www.law360.com/articles/1252836/coronavirus-the-latest-court-closures-and-restrictions>)
- **Update Contingency Plans**- Make sure you have a current plan in place for what happens to your cases if you or a family member gets sick.

Make an effort to stay in contact with family, friends, clients and co-workers while working remotely. We can social distance and stay connected at the same time!

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