

5 TIPS FOR WORKING FROM HOME

During MCO!



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Stick to Your Daily Routine

...things that you did before MCO.
...shower, dress up, have breakfast, listen to music, exercise...
whatever it is – **Just do it!**

Get ready to feel confident and motivated to start your day!



“Success is liking yourself, liking what you do and liking how you do it.” – Maya Angelou

The workspace doesn't have to be dull; having the right ambience will help influence productivity!

Home Workspace



Create a productive home office ambience:

- keep the environment clean and tidy
- have good lighting
- use comfortable furniture
- dress appropriately
- reduce noise and distractions
- add indoor plants



**#staysafe
#stayhome
#dudukrumah
#kitajagakita**

Working Hours

While flexibility is at your advantage, commit to the time you allocate to do your office work.
Ensure your availability for your law firm partners, colleagues, staff or clients.

Don't forget to set “ME” time!



YouTube



Take a break when you need it. Don't get easily distracted. Control your environment and your boundaries.

To read the full article and tips on risk management, visit www.Praktis.com.my

Contact us at pirm@malaysianbar.org.my

Maintain compliance with PDPA, remember client-lawyer confidentiality and avoid saving documents on personal devices.

Leverage Technology

Anything is possible with a good internet connection.

You just need:

- computer, laptop, tablet or smartphone ✓
- access to cloud computing or local shared folder in your office ✓

You can:

- work on your document ✓
- send emails ✓
- schedule a virtual meeting ✓



Communicate



Reach out to your law firm partner, colleagues, staff or client! Find out how they are.
It's a directive to practice physical social distancing, not a call to eliminate relationships!

- Schedule weekly team meetings – keep everyone up to date.
- Update your client about the status of their file – they will appreciate it!

Balance your mental wellness during stressful times like now.

Communication is key to building a successful relationship.