

# The Flexible Law Firm

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**Is Your Practice Ready  
to Embrace a Work-  
from-Home Program?**



# EMPLOYER BENEFITS

- Less real estate needed – save long term expenses
- Employers can get close to 500-600 square feet per attorney which is the new metric
- Employers should only be spending 7% or less of total revenue for facilities/rent
- Employees are more engaged
- Employees are more available



# EMPLOYEE BENEFITS

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- Better work life balance
- Less commuting
- Convenience





## ENVIRONMENTS NEEDED

- Paperlite
- Litigation – low need to be present in court
- Client's expectations

# SHARING OFFICES - EMPLOYEE CHALLENGES

- **Match employees who have similar work habits**
- **Employees will:**
  - Share desk, monitors, chair and docking station
  - Use employer provided laptops
  - Agree with one another what personal items are in office
  - Agree as to when each other is in office
  - Agree to share a conference room with others when everyone is in the office



# WORKING REMOTELY – EMPLOYER CHALLENGES

- **Define What Employer Provides:**
  - Equipment
  - Supplies
- **Define “home base”**
  - State in which employee is employed
  - Dedicated place in home for work
- **Technology**
  - Remote meeting technology
  - Quality laptops
  - Employee equipment (BYOD)



# WORKING REMOTELY – EMPLOYEE CHALLENGES

- **Discipline**
  - Distractions
  - Get dressed for work if necessary
- **Working with Others**
  - Work with assistants with diplomacy
  - Communicate with receptionist and other assistants as to whereabouts
- **Technology**
  - Master Skype, Zoom, Webex or other collaboration applications
  - Forward phones if necessary. Respond to voicemail promptly



QUESTIONS?



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