Technology Self-Assessment Assignment

<u>Part 1</u>: Answer the following questions to assess your use of technology.

1. What devices do I anticipate using in the ELC?

2. What apps do I anticipate using in the ELC?

3. How proficient am I regarding monitoring and using my SCU email? Give yourself a rating of 1-10 (1 being the lowest) and describe.

4. How proficient am I regarding using Microsoft Word to draft, format, redline, and review client agreements, contracts, or other legal documents? Give yourself a rating of 1-10 (1 being the lowest) and describe.

5. How proficient am I in using collaboration tools to share and co-edit documents, spreadsheets, or presentations with teammates or supervisors? Give yourself a rating of 1-10 (1 being the lowest) and describe.

6. How proficient am I in using legal research tools to locate relevant transactional law templates, practical guidance, and resources efficiently and effectively? Give yourself a rating of 1-10 (1 being the lowest) and describe.

7. How proficient am I in using time-tracking tools to keep track of time spent on client matters? Give yourself a rating of 1-10 (1 being the lowest) and describe.

8. How proficient am I in using calendaring tools to schedule meetings with clients, teammates, and supervisors? Give yourself a rating of 1-10 (1 being the lowest) and describe.

9. How proficient am I in using video conferencing tools for holding client meetings? Give yourself a rating of 1-10 (1 being the lowest) and describe.

10. How effectively do I adopt and apply generative AI or other new technology tools? Give yourself a rating of 1-10 (1 being the lowest) and describe.

<u>Part 2:</u> Answer the following question.

Given your answers and ratings above, describe in a few sentences how you plan to ensure that your use of technology aligns with ethical and legal obligations to protect client data.