

“WORKING FROM HOME” by **HANA AL KHATIB**
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I CHOSE THIS TOPIC...

This is the first time in my law career that I work remotely. I never thought that practicing law can be done from home, but to my positive surprise, law can be practiced from home with almost no interruptions, as long as local courts have excellent IT systems.

TIPS FOR WORKING FROM HOME EFFECTIVELY:

When working from home was implemented in the firm due to the spread of Covid19, I thought that this new lifestyle will be much more relaxing than working at the office, thinking it would be an amazing experience. But after two months of working from home, I can confess that my perception was **WRONG**. The first week of working from home was very difficult, stressful, and full of

challenges. I had no schedule to follow, no breaks, more intense work pace, working for longer hours, and I faced interruptions by family members.

By answering the following questions I was able to overcome my initial challenges:

WHEN TO WORK?

This led me to create a schedule in order to maintain working schedule by getting up from bed at 8:00, and starting my morning routine by showering, changing my night wear into sport wear, having breakfast, and logging into the firm’s system at 8:30. The second thing I do is preparing my to-do list and managing my calendar for the day, including short breaks, my lunch break, and conference calls. Then depending on my work load logging out at 6:30 pm. I always make sure to relax and re-charge during the weekend.

CREATING BOUNDARIES TO ENABLE A WORK-LIFE BALANCE?

Due to the nature of my job being an attorney, it is hard for me to turn off notifications after logging out from the firm’s system, however, I try not to check my emails and work phone more than once every hour. I’m keeping my work-life balance by setting boundaries with family members and having my own quite work space which allows me to fully focus on my work. Also, I have made sure to exercise on daily basis for at least 30 minutes.

WHERE TO WORK?

My dedicated office space is a very quiet corner in my apartment, next to the window and decorated nicely.

Lastly, the most important thing I have done is searching for the best free online training courses introduced by top universities from all over the world. I have dedicated a couple of hours on daily basis to focus on my personal development. The experience of working from home was and is still a learning opportunity for me. One of the best websites to explore is <https://www.edx.org/>

And the most important tip for anyone working from home is to **OVERCOMMUNICATE & STAY POSITIVE!**



MY “SUPERPOWER” IS...

Being persuasive since I was young. That’s why I chose to become an attorney.

MY FAVORITE HOLIDAY DESTINATION IS...

Any destination a big cruise ship can get me to with my husband.



I FEEL HAPPY WHEN...

I discover new places and learn about new cultures.

ADVICE TO YOUNGER HANA

1. Stop comparing yourself to others, and don’t judge others.
2. Be a learner not a knower.

AFTER LOCKDOWN YOU CAN FIND ME IN...

Amman visiting my parents.