

When you first see that the *2020 Solo and Small Firm Legal Technology Guide* is 216 pages long, you might be intimidated to start reading but you should. It is an easy read despite being comprehensive and detailed (because the subject matter is packaged in digestible bites). While perfect for solo and small-firm lawyers trying to sort out their technology set-up, it is equally helpful to any small businessperson as it is all about what you need to successfully and safely do business in this hyperconnected digital economy (made even more important because of the remote work being done due to the pandemic). The authors (two of whom I have known personally and professionally for almost 15 years) lay out, in a rather logical order, the technology components to set up and maintain a law practice, along with their recommendations based on due diligence and, in some instances, personal experience.

You don't need to be a technologist to understand the content, but it is smart to engage professional help to ensure configuration/implementation of these tools is done competently and safely. Few legal professionals have the credentials, intellectual curiosity and decades-long experience of the authors—you can take their advice to the bank. Most importantly, this *Guide* is clearly written and practical to use. I have even purchased some of the recommended products after reading this latest edition. A year ago, I did some work in Australia launching a cyber law firm focused on the legal sector and this *Guide* is exactly the resource I would have recommended to clients. While focused on maintaining the requisite confidentiality and security of information flows in the practice of law, many of the recommendations work just as well for those setting up non-legal small businesses (or even home offices).

Given the focus in the news on the importance of securely managing information and IT systems, this *Guide* should be on the reading list of every single solo practitioner, as well as all managers of small law practices, if only as a check-list against which to map their present environment or future decisions. 2020 will be known for many (awful) things, but most definitely also for a massive, forced digital transformation that this *Guide* can help with.

Christina Ayiotis, Esq., CRM  
Cyber Strategist