

Homeworking Checklist



Yes



No

Do you have access to documents?

For example Microsoft Office 365 - OneDrive allows you to access all your files in the cloud.

Do you have access to the internet?

Do you have reliable internet at home? Mobile broadband could be an option if not.

Do you have access to email?

Email is crucial to keep in touch with colleagues, customers and suppliers!

Do you have ways to communicate?

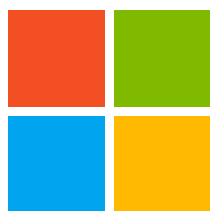
Do you have a way to communicate with colleagues? Microsoft Teams, Skype & Office UC are all great apps to communicate.

Do you have the devices you need?

Laptops, tablets, mobile phones are all crucial devices when working from home!

Do you have a suitable work space?

An office like work space, free from distractions, is a great way to maintain high productivity.



Get in touch today!

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