

Homeworking Checklist



Yes



No

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Do you have access to documents?

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

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Do you have access to the internet?

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

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Do you have access to email?

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

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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.

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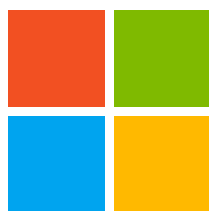
Do you have the devices you need?

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

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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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