

Work From Home Checklist

Working from home certainly doesn't suit everyone. And while giving up the daily commute and working in your PJs might sound amazing, it's necessary to give real thought as to whether it will really work for you.

Determine who is a good fit to work from home

- ☐ is the employee self-motivated and disciplined? Can they get work done without having others give you motivation?
- ☐ Is the employee confident in their abilities to work without supervision?
- ☐ Will the employee be happy spending a lot of time alone?
- ☐ Does the employee need face-to-face interaction, or would communication via email, phone, chat, or video conference suffice?
- ☐ Is the home environment big enough? Is there an area that can be used for their office space?
- ☐ Will others in the house respect the employee's need to be uninterrupted?

Workspace and essentials

- ☐ Replicate employee's office environment (supply with extra monitors, ergonomic mouse and keyboard, docking station for laptops)
- ☐ Set up a dedicated phone line or cell to use for work calls.
- ☐ Ensure the employee has reliable, high speed Internet access.
- ☐ Create a quality workspace complete with desk, ergonomic chair, lighting, printer, copier, and storage space.
- ☐ Provide the employee with a company desktop or laptop to perform the work on
- ☐ Setup proper VPN to the office to access network resources.
- ☐ Supply the employee with proper office stationery to allow them to perform their work
- ☐ Install employee productivity monitoring software to assure the employee is being productive
- ☐ Provide the employee with the IT contact info to reach out directly for help desk support
- ☐ Make sure employee has a password management software so time is not lost on searching for passwords

Making it work – for employee use

- ☐ Structure your day. Set yourself regular working hours and stick to them.
- ☐ Tell friends and family that you're 'at work' during your working hours. Often, those close to you think that if you're home, then it's OK to call or pop in for a chat.
- ☐ Take regular breaks.
- ☐ Save your work to the cloud. That way, you can take your work with you if you need a change of scenery.
- ☐ Switch off at the end of the day. Do not be tempted to check your email after the working day has finished.