

# YOUR OFFICE

## CHECKLIST

- Where are you most productive? Find a location that suits you to work from, wherever that may be
- Choose a combination of effective equipment, so that you have overlap and coverage
- Decide how and when people will contact you, and consider a virtual assistant
- When meeting with clients, remember to choose somewhere that suits them – it may not be the same location that you work from
- Always take regular backups across a selection of online and offline solutions
- When travelling always turn off Wi-Fi on your device until ready to use it, and always use a Virtual Private Network(VPN) when using public Wi-Fi