



# A Checklist for Working Effectively from Anywhere



# Checklist for working effectively from anywhere

## Identify Requirements

- What is required for your staff need to do their jobs effectively from home? What applications and data do they need access to? Meet with each team as necessary to assess these needs and brainstorm ways to meet them. Perhaps some of your staff have worked remotely at a previous employer? What worked and what didn't. Often, the solutions that enable Remote Access also create efficiencies when working from the office.

## Set expectations with your employees

- Regular communication with all employees is key. Technology makes it easy to have daily video meetings across all organizational groups such as operations, finance and sales. Ensure meetings adhere to an agenda and be mindful of everyone's time.
- Provide a clear outline of working hours and let employees know if they have flexibility during the typical work day to accommodate children or other family members in the home. Additionally, a reduction in commuting time for many employees can be a welcome way to free some time during their day for other activities they may not have had time for.

## Flexible Communication Solutions

- Maintaining communications with employees extends beyond providing email access. In order for your employees to truly succeed when working from any location, they need to have access to email and voice and video. After all, the goal is to continue servicing customers, suppliers and stakeholders in an uninterrupted fashion. The technology making this possible consists of solutions such as Microsoft Teams and Microsoft Teams Voice.

**Building a strong  
remote team is possible  
with existing technology  
solutions**



## Secure your information

- Working remotely can increase security risks for your organization. Take the time now to implement appropriate security measures for protecting all your important data. It is possible to have appropriate protection and ease of access for your staff when working remotely. There are multiple solutions to enable a seamless transition between office locations, check with your IT provider and ask for their advice.



## Build a strategy that works for your business

### Provide the right technology

- The best solutions will work seamlessly whether your employees are at the office, home office, travelling for business or working from the cottage. Look for solutions that reduce the complexity of your IT infrastructure. Many companies are moving workloads to the cloud to simplify the amount of hardware, software and IT infrastructure to be maintained at their physical office locations.

### Partner with the right IT Consulting Firm

- The long-term benefits of having the right technology solutions in place for your organization will provide lasting returns. Partner with an IT Consulting firm that asks the right questions and is able to properly analyze your current situation and provide options for business success. The right IT provider will have relationships with vendors and suppliers that are offering best in breed solutions.

## About Us

Spartan Systems is your Cloud Partner for improving the efficiency, reliability and security of your IT systems while lowering the overall costs and redirecting your resources to focus on what moves your business forward. We are IT professionals and a Microsoft Silver Cloud Platform Provider.

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Partner

Silver Cloud Platform  
Silver Small and Midmarket Cloud Solutions