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# HOME OFFICE CHECKLIST

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Due to the current situation, the topic of home office is more relevant than ever. We have put together a checklist for you of things to consider when working from home.

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## BASICS

- Your employer allows you to work from home. Also, there are company regulations for this.
- You have a place at home that is suitable for home office.
- The necessary technical requirements, such as a telephone and a high speed internet connection, are available.
- The necessary software and hardware for your work is available and ready for use (in agreement with your IT department or according to company regulations).
- Objects that could distract you during work are prohibited.

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## JOB SECURITY

- Ensure you have sufficient lighting at the workplace. Use daylight if possible.
- Your workspace should have a reasonably large desk, an ergonomic chair and enough legroom.
- Ensure a sufficient viewing distance from the monitor.
- Allow for the possibility to work while standing.
- Have all the office supplies you need ready in your workspace.

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## SUCCESSFULLY WORK FROM HOME

- Dress as if you are really leaving home and going to work. This will help you put yourself in work mode.
- Create a daily schedule to allow yourself to work as efficiently as possible.
- Communicate regularly and through various channels with your colleagues.
- Adhere to your regular break times.
- Store your work in a secure cloud. So you can access your files from anywhere.
- "Switch off" at the end of the working day - this includes your computer.