

# Work Securely and Productively From Home

**Remember: Your Work at Home is Only as Safe and Effective as YOU Make it!**

When working from home you may be missing some key ingredients for a secure and productive work environment. Review these tips now and be in the know!

## Work Securely

- Use employer-provided equipment and security protocols when working. They have already been screened for security.
- Change the default passwords on home network devices like your router, to strong passwords. This keeps hackers out of your network.
- Use a Virtual Private Network (VPN) service or software when working from home to keep data secure while it is being sent and received.
- Use multi-factor authentication whenever available to add an extra layer of security on private information.
- Continue to be vigilant for social engineering! Look out for phishing scams, avoid clicking on unknown links or providing information to unverified recipients.
- Never leave equipment unattended or allow your family or friends to use your employer-provided devices.



## Be Productive

- Set up a location in your home from which to work, and “nest” there.
- Get up each morning and follow the same pattern you follow when preparing to go to work—plan to be in your “office” during regular business hours.
- Establish specific boundaries for other members of the household and pets.
- Plan break times when you are available for interacting with others.
- Set your Status for others to see on shared communication platforms, such as email, instant messaging, or soft phones.
- Over communicate! It is easier for misunderstandings and oversights to slip in when we are at a distance. Communicate frequently and in multiple modes (e.g. email and a follow-up IM) to help alleviate issues.