

Remote Working for the Long Term Checklist

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After weeks of asking employees to work from home whenever possible, many organizations are extending the arrangement for the long term. It can be a challenging time to figure out what remote employees need to remain productive, connected and motivated.

Simplify the planning process by focusing on these four essential work-from-home categories.

1 Dedicated Workspaces

To create a stronger connection between the home office and in-office environments, consider creating curated bundles that include:



- ❑ Desks/tables
- ❑ Office chairs
- ❑ Lighting
- ❑ Storage
- ❑ Ergonomic accessories such as mouse pads and monitor stands

2 Tech Bundles

Consider what combination of technology is essential to have on hand in a home workspace:



- ❑ Laptops/computers
- ❑ Monitors and monitor stands
- ❑ Docking stations
- ❑ Keyboards
- ❑ Headsets
- ❑ Multi-function printers
- ❑ Web cameras

3 Secure Connections

Ensure your team can communicate with each other without digital disruptions or concerns about cybersecurity:



- ❑ Guidelines for accessing your organization's collaboration solutions, systems and digital tools
- ❑ 24/7/365 on-call technical support
- ❑ Dedicated network security monitoring and threat mitigation
- ❑ Device selection options and planned upgrades

4 Managed Print Services

Create a hub from which employees can:



- ❑ Access up-to-date forms
- ❑ Order printed materials
- ❑ Find an assortment of branded promotional items
- ❑ Schedule shredding services

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