Be A Work-From-Home Rock Star!

ALPINE
communications

Working from home can be quite an adjustment, especially when you are sharing a space (and the Internet) with others! Use this checklist for staying secure, productive and healthy while working out of your home.

Don't just get by, be a ROCK STAR!

Cybersecurity

Cyberattacks are up as criminals target employees working from home. Follow this checklist to keep your company and client information safe.

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Make sure your computer has endpoint security installed and activated.	
Use the Virtual Private Network (VPN) to access the company network.	
Activate 2-factor authentication to remotely access email and other critical systems or apps.	
Don't ignore software and systems update reminders. Consider setting up automatic system updates.	
Your company-issued devices are for work-related use, and should not be shared with friends or family.	
Lock your devices when not in use and update settings to lock-out after a period of inactivity (ex. 10 min).	
Use a password manager to create and store strong, unique passwords for each of your accounts/logins.	
Do not share passwords and personal information over email or chat.	
Backup critical documents with company-approved cloud storage services or external hardware.	
Do not use personal email for work-related activities, or work email for personal activities.	
Be careful about the websites you visit (ex. illegal movie websites pose increased risk of malware infection).	
Do not click on suspicious links in emails or open attachments from unknown senders.	
Create security codes when setting up online meetings.	
Do not post meeting links or invitations on social media or other public places.	
If your computer may be infected with malware, or you see a ransomware demand, contact IT staff immediately.	

Learn more at **connect.alpinecom.net**, call **563-245-4000** or email **alpine@alpinecom.net**

Productivity

You might be comfortable in your sweatpants, but you're surrounded by distractions in your home. Follow this checklist to stay focused during working hours.

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Establish a routine that works for you - know that it may be different than your normal office routine.	
Maintain your regular work hours - stay focused during work hours, but be able to "disconnect" after hours.	
Take breaks - they will help you stay focused when you get back to work.	
Stay organized - make lists and plan out your day.	
Try to find a relatively quiet, well-lit room/area to work.	
Dress for success - maintain a relatively professional look for video calls, even if you are wearing sweatpants.	
Stay in touch with co-workers.	
Try to be flexible and understanding of others as this is a challenging time.	
Don't just rely on email and chat to communicate - pick up the phone and make video calls, even in sweatpants!	

Health/Wellness

Your health is taking a hit as the local gym is closed, snacks are just steps away and the news is making you anxious. Follow this checklist to get your health and sanity back.

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Practice social distancing.	
Get a good chair and use it - you won't have good posture sitting on your bed.	
Try to get up and move around or stretch every hour.	
Buy healthy snacks and food.	
Give your eyes a break every once in a while from the monitor.	
Create a support system - many people are feeling isolated and anxious, so reach out to one another.	
Stay active - take a walk, do push-ups, practice yoga or anything to help with physical and mental wellness.	
Get a good night of sleep to recharge.	
Pick up a new hobby or expand your skillset - binge watching Tiger King doesn't count!	

These are challenging times that impact everyone in one way or another. If you are fortunate enough to be able to work from home, we hope you find a few new tips here to help you. Stay safe and remember that we'll get through this together! Rock on!!

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