



PHISHX

REMOTE WORK WITH PRODUCTIVITY AND SECURITY

Establish a routine

Let us face it, we do not work at the office all the time. You need breaks to drink coffee, eat and interact with your colleagues.

When working remotely we must keep a routine. Pauses are necessary to increase our productivity, improve our outlook and generate responses.

Establish a routine with hours focused on your work or project and hours for other activities, such as drinking water and washing your hands.



Organization and dedication

We always take time to adjust to new environments. Align your work environment with your way, organized, clean and undocumented.

Do not limit yourself to a single space, and preferably to places aligned with the task being performed, a new inspiration can appear around you.

Define some spaces as free from work, separating your personal and family routine with your tasks. Use the time that would be devoted to transportation to renew yourself and stay with your family.



Interact with the team

Remote yes, but not isolated. Always stay connected with your team through communication, collaboration, and messaging tools.

Be proactive and create regular schedules with your colleagues to talk about the progress and progress of activities, solve problems and generate innovative ideas.

Maintain channels and informal chat groups to simulate "company coffee" and others for business-related matters.



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Secure and separate access

Remote access to company applications and documents must occur through a private network (VPN), protecting your connection from unauthorized access.

Avoid using wireless networks that you do not know, such as coffee shops and check if your equipment allows you to separate your personal networks, creating an exclusive network for work.

Use only applications approved by your company and inform your team of any activity, suspicious links, or abnormal situation.



Save your work

There is a good chance that we will forget to keep our personal or corporate devices up to date and safe. Update your device and applications often, keeping the same policy and secure posture as your work environment.

Prefer to use the online tools available in your company, such as the office suite for documents, spreadsheets, and presentations, avoiding the download of more copies.

Remember to always save your data in your company's dedicated and shared environment.



Protect your environment

In addition to following these good practices and using technologies to help us, it is always good to remember the physical safety of our work.

Never leave your devices unprotected in public places, even in the car. Always keep them in view and protected, locking them when necessary, as in the trunk of your car.

Avoid using third party devices such as a flash drive. Follow the regulations and policies of your company and area of operation.



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