# 10-Step Work from Home Checklist

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**1. Complete Home Office Setup:** Make sure every employee has access to a complete home office set up (user accounts, software, devices, …)

*Learn more: Want Your Employees To Be Able To Work From Home? by B2C*

**2. Project Access:** Decide what projects need to be accessible for your team online

*Learn more: How to Prioritize Projects in 5 Easy Steps by TeamGantt*

**3. Collaboration Tools:** Enable your employees to use collaboration tools to digitize projects and information you've prioritized before

*Learn more: Ultimate 75+ Collaboration Tools by Filestage (hey, that's us)*

**4. Access to Knowledge:** Make important internal knowledge (about processes, best practices etc.) available for all employees online

*Learn more: Create a Knowledge Base to Centralize Company Information by Igloo*

**5. Transparent Work:** Make sure your projects are mapped out and maintained in your online tools so that each project's status is always transparent for the team

*"We have internal guidelines for each tool that define how to use it. For example, in Asana, all of our tasks need to have an owner and due date." - Niklas Dorn, Filestage*

**6. Communication Rules:** Have clear communication rules and share them with all teams

*Learn more: 5 Tips for communicating effectively on a Remote Team by WWR*

**7. Rethink Meetings:** Revisit and replace all of your face-to-face meetings.

*"Each of our teams uses Google Hangouts to run daily stand-ups, weekly planning meetings, and monthly/quarterly strategy workshops." - Joe Jarvie, Filestage*

**8. Socializing:** Enable people to stay in touch while working from home.

*"We use the Slack app Donut that is pairing team members on a weekly basis to have virtual watercooler conversations via video chat." - Douglas McKerson, Filestage*

**9. Productivity:** Teach your employees how to stay productive while working remotely.

*Learn more: How to Work from Home and Stay Ultra-Productive by Lifehack*

**10. Employee Recognition:** Make sure you acknowledge your employees' achievements.

*Learn more: The Ultimate Guide to Recognition for Remote Teams by Owl Labs*

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Easy content review & proofing for teams