

**COVID-19**

# **Top Tips** for **Working from Home:** A Mini-Guide

For more advice and  
guidance, please visit:  
[www.fsb.org.uk/coronavirus](http://www.fsb.org.uk/coronavirus)

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COVID-19

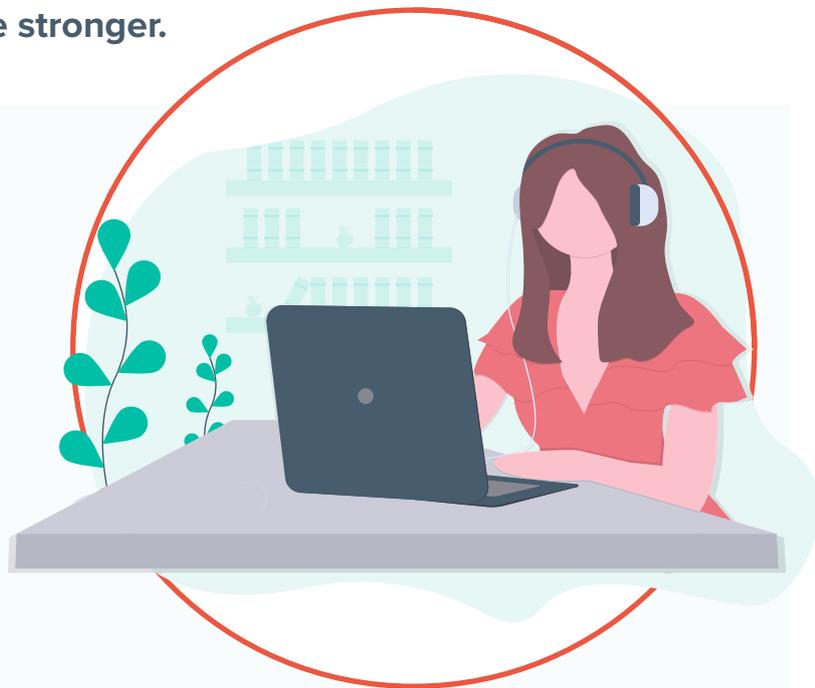
# About FSB

**For over 45 years, the Federation of Small Businesses has supported small businesses and the self-employed across the UK to achieve their ambitions. Our members have access to a wide range of vital business services including legal advice, financial expertise and a powerful voice in heard in government. Together, we are stronger.**

The UK and all levels of society, including the business community, are facing challenging and unprecedented times. The Covid-19 outbreak and the subsequent lockdown, has hit so many of our small firms forcing all but the most essential businesses to shut their doors. Small businesses, as is often mentioned, are agile and adaptable and many have been quick to change the way they operate and adapt to the current situation we find ourselves in.

Probably the biggest change the vast majority of businesses have faced is the move to working from home. For a lot of us, if your premises are a warehouse or you sell sweets on the high-street, this will be a completely new experience and one that many are getting used to. This can be a challenge though particularly if this a first for you.

From setting a routine to cyber-security, there are a lot of things that you need to think about to make working from home work for you and your business.



In this toolkit, FSB aims to help you make it work by providing practical advice and tips on how you can achieve this and keep your business running during this national emergency.

**Mike Cherry, FSB National Chairman**





**Working from home is one of the ways businesses like yours are adapting to help slow the spread of coronavirus (COVID-19). But if you've never worked from home before, it can be challenging to adjust! From building routines to cyber security, there's lots to think about.**



## How to make the most of your home office

### Get dressed

It's tempting to work in your PJs, but you won't feel as productive. It sounds simple, but getting dressed for a day in your home office will get you in the right mindset.

### Create a work space

Don't worry if you haven't got an office room. Set up a small area on your dining room table to serve as your home office, and let others know it's your work space. Working from the sofa or your bed might seem like a good idea, but it's a slippery slope.

### Pace yourself and disconnect

Without your desk buddy to break up the day with coffee runs or chats, it can be easy to get sucked into the computer screen! Make sure you take breaks to eat and move around. Schedule in a lunch break, plan your meals and get fresh air if you can.



### Stay in touch

A morning catch up with your co-workers is a good way to start your day off in the right frame of mind. And with a video call, there's no excuse to stay in your PJs all day long!

### Avoid distractions

Having the TV on in the background will get distracting very quickly, so be disciplined with your work time.

### Move

With no commute, you can use that time to get some exercise in, like stretching or yoga. You can find free tutorials to follow online, so you'll be sure to find something that suits you.



### Plan

Create a schedule for yourself, like when you'll wake up or be at your desk by. Don't forget to add a lunch break! At the start of the day, make a to-do list so you know what needs to get done.

### Useful apps

Alongside the software you'll be using to stay in touch with your team, there's a wealth of apps available to help you. You can download productivity apps like Forest and Trello, or keep yourself calm with apps like Headspace and Calm.

## Stay alert: tips for cyber security at home

When working from home, cyber security is more important than ever. Being aware of how you can prevent any risks to company accounts, data and services is crucial.

### How can I secure devices being used remotely?



- Keep your software updated, to protect you from security breaches.
- Lock your device when you're not using it to prevent unauthorised access.
- Only download official apps which provide protections from viruses.

- Install mobile device management software to remotely lock access to devices, erase data or retrieve back-ups.
- Only trust secure websites with an SSL certificate – these are websites with a padlock in the address bar.
- Remind staff to regularly back-up their data, whether on a shared drive or the cloud.
- Enable a Virtual Private Network (VPN) for accessing your organisations resources like email and files. They provide data encryption to protect your privacy.
- Avoid working in public places or across public wi-fi networks wherever possible, as sensitive information could be compromised.

### Have an issue?

Make sure you know who to contact, whether it's your IT team or your manager. You can also contact FSB Cyber Protection for advice. The sooner you let someone know, the better.

## How to spot a phishing email

### Is there urgency?

Phishing scams rely on pressuring you to act without thinking. They'll normally claim you need to click a link to update your details, verify your identity or reactivate your account. Reputable companies will never send emails requiring this information from you.

### Who's the sender?

Spam emails will have addresses that don't match the website of the organisation. If you're unsure, contact the company directly by phone to confirm their details.

### Is it unexpected?

If you have received an unsolicited email that you weren't expecting, chances are it isn't trustworthy.

If you suspect an email is spam, don't visit any links, give out personal details or forward the email.

The National Cyber Security Centre offers a free cyber security training resource, with advice on passwords, device security and avoiding phishing. It's a quick and easy way to make sure you stay protected.

FSB Cyber Protection gives you access to a cyber advice line and limited insurance designed to protect your business.

