

Safe home office setup checklist

Don't be daunted by the task. It's easy to set up your home workspace for maximum safety. Use our checklist to help boost your home office security. (And don't forget, no running with scissors and don't tip back in your chair.)

Check	Action
<input type="checkbox"/>	<p>1. PROTECT YOUR HOME WI-FI NETWORK</p> <ul style="list-style-type: none">• Check for WPA2 encryption on your router. Replace pre-2006 models.• Change your network name from the default. Be creative!• Turn off guest networks. You can turn them back on when family visits.• Update router firmware. Set them for automatic and forget it.
<input type="checkbox"/>	<p>2. SET UP A VIRTUAL PRIVATE NETWORK</p> <ul style="list-style-type: none">• Ask your boss. Jobs and schools can provide one.• Create your own. Choose from limited free services with ads, or more robust paid services with no ads.
<input type="checkbox"/>	<p>3. KNOW HOW TO PROTECT AND STORE YOUR FILES</p> <ul style="list-style-type: none">• Set up backup. This is to keep emergency copies of important files.• Set up storage. Put files in the cloud you want to collaborate on.• Pick whole-disk encryption. Protect data on USB drives.
<input type="checkbox"/>	<p>4. PROTECT YOUR EQUIPMENT</p> <ul style="list-style-type: none">• Check home insurance policy. Make sure your work tackle is covered.• Plug into a surge protector. Take the shock factor out of freelancing.• Stay focused. Set your schedule, save some money, see what happens.
<input type="checkbox"/>	<p>5. STAY ON TASK AND REMAIN VIGILANT</p> <ul style="list-style-type: none">• What time is it? Stay on task while at work; have fun when you're not.• Password status: ROBUST. Use a generator site to help.• Beware of evil links. Got a link in a shady email? Trash it.
<input type="checkbox"/>	<p>6. GET PAID. FOR REAL.</p> <ul style="list-style-type: none">• Establish a business account. ... if you have a business name.• Open a merchant account. It's how you'll accept credit card payments.• Pick a payment system. PayPal is popular, and Amazon has one, too.