

Remote Work Checklist

Prepare remote work routines, tools, security, communication, and workspace needs.

Checklist

<input type="checkbox"/> Internet checked	<input type="checkbox"/> Camera ready
<input type="checkbox"/> Files synced	<input type="checkbox"/> Calendar updated
<input type="checkbox"/> Security active	<input type="checkbox"/> Workspace set

Follow-up actions

Action	Owner	Due date	Done

Notes

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