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A

ur IT equipment at home. It is
and Management.

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M

P

ing table-top, then you need to

- lower leg.
foot.
lower arm.
rough to hand.
g outwards (Read the next

L

table is designed for eating not
chair height is not necessarily

Self propped on books to achieve

ell as at work, so you may need to
bor, just waiting to be tripped over.

E

s/phones). Why? Because most
leaned forwards looking down at
is not designed for extended
re young, then you will probably
short periods of work looking

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Your keyboard

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Your mouse



Your Mind

Routine and Structure

E

08:30 – Process emails and at the

08:50 – Decide on your goals for the year. They should be “washy” but precise, can be measured.

09:00 – Phone a colleague/ some goals for the day.

09:30 – Email is still turned off. The first project / task of the day is the worst one, the rest will be more pleasant. a) someone else b) the other tasks

10:00 - Phone a friend / colleague
run / cycle at the same time.

11:00 – Check emails and then close your browser and start on your next few tasks.

12:00 – Walk around, stretch. Car

Exercise then you will also last longer

ur horizontal eye line comes to
n propping your laptop on a stand
ou cannot use the laptop mouse /
d keyboard. These are usually
they are wirelessly connected.

st connect another computer
for your eye line. If you do use a
placed to one side, and you may
e Control Panel (for Windows,
e lid does. By default, it tells the
othing". After this change, you can
g.

body with the keyboard so that

days but it comes from people
le. The damage can be long-
use. If you have considered all the
2.

similar to a working day in the

mail application.

efully so they are not “wishy-
“achieved” status.

heck-in. Each person states their

the world of “Eat That Frog”, the
 . Once you have tackled the
 re already satisfied by getting
 rewarding.

e. Go for your exercise walk / jog /

lication / phone on silent. Tackle

h.

13:00 – Lunch – Consider actually
you live alone, create two or four p

13:30 – Mindfulness Time – Do yo
do embroidery or have a construct
Spend 30 minutes doing somethin
clears your mind completely of eve

11:00 – Check emails and then clo
your next few tasks.

15:30 - Phone a friend / colleague

16:00 – Tea break. Get up, walk a

16:15 – Final work session of the c

17:30 - Phone a friend / colleague

18:00 – 20:00 Evening meal and l

20:00 – 21:00 Is there one more p
you contacting them. Think of this
as good for you as it is for them.

Do not stare at a computer screen
gardening, do a workout in your fr
you did.

Communication

Try to speak to at least 4 people e
time to speak to them next time.

Coach each other

Some days you will be “up” and ra
On other days you will be finding e
with a partner, on your “up” days,
“down” day.

This does not have to be “official”
on is a great service to your collea

Shared Home Working

Are you sharing your home space
have different periods of time for t
working noise levels.

Anticipate these different requirem
you won’t have perfect silence, an
playing loud music, you will simply
phone a friend time. The whole ho

Creative work v. Passive P

Playing computer games is not the
art, touching up photos, building e

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ther than “opening a packet”. If
remainder.

c, or tend your garden, or paint, or
e. Even start a jigsaw puzzle.
personal c) not involving a screen d)

ication / phone on silent. Tackle

e.

our tasks.

ive working days.

someone who might really appreciate
p” moment but it will probably be

around the block, do some
one someone to tell them what

at the end of each call, agree a

the tasks you have ahead of you.
physical training when you train
r people who may well be on a

g in, and being a shoulder to lean

ers, other adults? Everyone will
ions, they will have different

y plan. You have to accept that
agers are computer gaming /
ate. So, this is your exercise time /
se, adults and children.

games, models, essays, works of
..

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g to when you are playing.
challenges which, once
looking the player into a new task.
stantly, and the game makers find

between playing computer
at all. Good luck in your attempts

our home. Maybe in your loft,
Maybe internet wireless signal is

ect, because everyone,
me, and you all share the same
. Streaming video is probably the
bandwidth of an Internet
ew examples of video intensive

Find that your laptop or computer's ways to make an improvement.

alls of your home as

boxes where each box plugs into a
work cable attached.

Power socket next to your Internet
e network cable.

cket, in a different room, next to
nect your computer to the Power

security. Using cables, even wireless networks in almost all locations you send can no longer be

Power Line products always work

[erline/PL1000.aspx](#)

The Internet is install a new wireless, can have booster routers, every part of the home is covered.

are perfect for this

E

It even comes with parental controls so that computers can access certain websites. If access is granted by the parent, using a network service called Disney Circle.

Split your wireless network

Purely from a “work computer” second wireless network in your home using most of the work computer to this separate network. Other computers will not be able to reach the work computer.

Your Software

If you are spending a very significant amount of time sitting inside your corporate office then you really need protection!

Anti-malware (otherwise known as antivirus)

Many people kid themselves that their computer is safe. They are about 20 years out of date.

Relying on the Windows built-in protection is more than any other kind of protection. Windows provide nothing in terms of malware protection. Do not get malware is utter misinformation.

Anti-phishing protection

Phishing is when “bad guys” attempt to trick you, so that they can then use those credentials to get in.

Suppose someone presents you with a website using your normal Facebook login. You are immediately pushed straight to the login page. You realise anything untoward had happened. Your login details as you passed them to the website.

WWW.FACEB00K.COM and WWW.FACEBOOK.COM

Many people use the same password for Facebook, Google Play Store, LinkedIn, Instagram, etc. Most of these sites contain a) change a default delivery address b) place an order.

A great anti-phishing protection tool is called Heimdal. It intercepts any hyperlinks clicks that you make that look suspicious. It presents you with a “Watch Out, you are being phished” message. Many tools have this protection but the Heimdal tool goes a step further. It attempts to reach out to a “control center” in Russia for instructions in terms of what to do.

DNS protection

What is DNS (Domain Name Service)? It is the way that computers convert names like www.google.com into a numerical address.

hours that certain home computers “earn” more computer time which is then used for the general “protection” provided by a dedicated firewall.

You can create a second wireless network using most of the work computer to this separate network. Other computers will not be able to reach the work computer.

When you are on the web, without the protection of a dedicated firewall, you are not protected by a dedicated firewall.

Protection

Protection is enough protection for a dedicated firewall.

Because “the bad guys” target this, it is even worse off because Apple has a legend that Apple Mac computers are not targeted.

login name and password from other websites to see if they can get in.

Just like Facebook. You login into Facebook. Once logged in you are immediately pushed straight to the login page. You would probably not realise anything untoward had happened. Your login details as you passed them to the website.

Facebook is very similar but one is a fake.

Facebook, Instagram, the Apple Store, etc. Most of these sites contain a) change a default delivery address b) place an order.

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tricked into sending requests for tr
be attempted. For example, you ty
WWW.FACEB00K.COM without y

The whole Internet is utterly deper
forgotten how fundamental DNS is

You can install software like DNS
DNS contamination, and some an

Email cleaning. Inbound ar

More than two thirds of all cyber s

For home and business users, the
service so that everything incomin
surprisingly, an excellent service is
spam (unwanted messages) b. rel

Cloud backup for Office 36

If you delete your own work becau
your work instead of you, and you
your documents and expects you

Do you have a service to snapsho
few hours? In the event that you n
be done in seconds. You might wa
not to delete after all” or from a fe

Just because your data now sits in
need to be responsible for proper

Your Processes

“Who you gonna call? Gho

Are you an IT expert? Do you real
person that you will turn to for help
you.

It can cost a little as £25 per mont
a company and someone will ansv
you have.

Would you rather have one day a
fix your computer (is your daily rat
service to call.

Disaster Recovery Plan

What if your laptop or computer st
bang sound and the laptop will no

Have you a plan for this worst-cas
will come from?

ace, then phishing attempts can
but your computer is directed to

ple, even IT professionals, have

ny like Webroot to watch out for
have this protection.

red using emails.

s to installing an email laundry
arrives at your mailbox. Not
ry. Washing means a. blocking

er need it, or if malware deletes
an ransomware virus encrypts
pt the data, what will you do?

g your work and your email) every
previous snapshot the process can
year ago “That project you meant
the ransomware attach started.

naïve to think that you no longer

ment of panic, the expert IT
e” for fixing IT problems is

pdesk service where you can call
lp you resolve any IT problem

any frustrated hours attempting to
end £300 having a profession

c “spilt cup of coffee” followed by a

ady know where your replacement

- a. You purchased the extended warranty and you already know the phone number of the support line to call for components?
- b. You already have a spare laptop configured?
- c. You have a friend who can use the laptop that you can use?
- d. You know how to pop down the laptop?
- e. You know which supplier to call with to place an order for a replacement?

Once you have your replacement laptop and data restored?

Do you have all of this planned out in a dry-run practice for this scenario than to attempt it for the first emergency.

Do you live in another world to the one that happens or are you wise enough to plan ahead?

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and you already know the phone number of the support line to call for components?

laptop configured?

laptop that you can use?

laptop?

with to place an order for a replacement?

going to get all your applications and data restored?

a dry-run practice for this emergency.

ies happen or are you wise enough to plan ahead?