



## Remote Work Productivity + Security Assessment Checklist

### Evaluate Your Current Remote Work Readiness

Check each completed item.

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#### Workspace and Device Security

- My primary work devices are updated regularly.
  - Strong passwords and MFA are enabled on critical accounts.
  - My home Wi-Fi network is properly secured.
  - I use encrypted devices for work activities.
  - I lock devices when stepping away from my workspace.
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#### Communication and Collaboration Security

- I verify suspicious emails and requests carefully.
  - I avoid clicking unknown links or attachments impulsively.
  - I use approved communication platforms consistently.
  - I review cloud-sharing permissions regularly.
  - I avoid oversharing sensitive information during meetings or messaging.
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#### Productivity and Workflow Discipline

- I maintain a structured daily work routine.

- I schedule focused work periods without interruptions.
  - I manage notifications intentionally.
  - I use clear task prioritisation systems.
  - I maintain healthy communication boundaries.
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## **Cloud and Data Protection**

- Sensitive files are stored securely.
  - I avoid unnecessary public sharing links.
  - I organise files consistently across collaboration systems.
  - I remove outdated permissions and inactive access regularly.
  - I understand how backups and recovery systems work.
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## **Resilience and Operational Readiness**

- I maintain reliable backups for important work.
  - I know how to recover critical accounts if compromised.
  - I can continue working during temporary system disruptions.
  - I remain cautious when using public Wi-Fi or traveling.
  - I regularly review my operational security habits.
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# **SCORING RESULTS**

## **Strong Maturity (21–25 Checked)**

You demonstrate strong operational awareness, disciplined remote work habits, and mature cybersecurity practices. Continue refining your systems and maintaining long-term resilience.

## **Moderate Exposure (13–20 Checked)**

You have several important protections and productivity systems in place but still maintain operational gaps that may increase exposure during disruption, phishing attempts, or workflow overload.

## **High Vulnerability (0–12 Checked)**

Your current remote work environment may contain significant operational and cybersecurity weaknesses that increase the likelihood of productivity disruption, account compromise, or avoidable security incidents.

Immediate improvement is recommended.