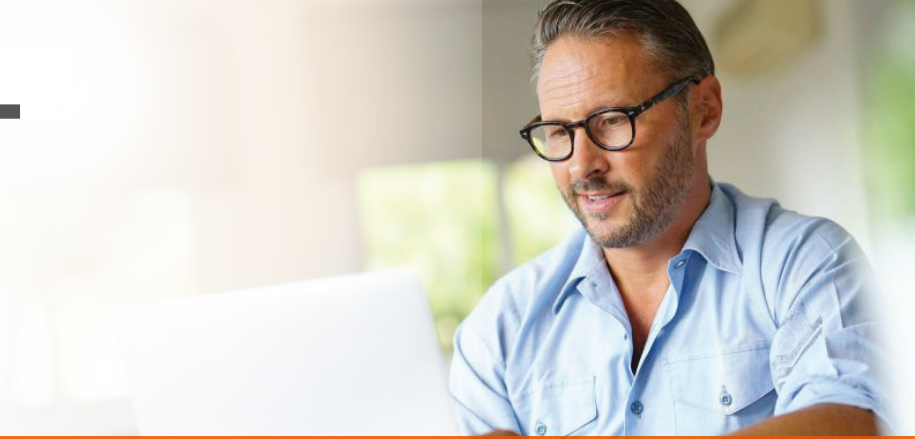


CHECKLIST

The Accountant's WFH Survival Guide



THE 6 MUST-HAVES TO WORK PRODUCTIVELY FROM HOME

1 Preparation for the day
It's been said (and accurately) that the things you do before 8 a.m. set the stage for your rest-of-the-day successes. Develop routines for activities like exercise, prayer or meditation, reading, journaling and a nutritious breakfast.

2 A secure workspace
This not only provides a focused "work area" away from distractions, but it also provides the privacy you need to protect sensitive client information. In a world where *compliance and regulation matters*, having a secure method for viewing and exchanging data is a must.

A study by Mavenlink (the software integrator of Google + Microsoft + Intuit), revealed that 73% of their customers spend more than 1 hour per person per day jumping between applications.

3 Fresh air
Stay-at-home guidance still allows for brief walks, even if it's simply around your own property. The benefits of fresh air, exercise and bright light will make a difference to your work energy, attitude and productivity.

4 A system for communication
Communication is vital. As the managing partner of Withum, Bill Hagaman says, *"Overcommunicate. We don't see each other around the office, so let others know what you are doing..."* Try video conferencing to reconnect with people face to face. Use discussion tools to encourage collaboration and set up alerts to keep yourself informed.

5 All (and only) the apps you need most
You're probably paying for more software than you think. How much time do you spend logging in and out of apps, manually re-entering information? During this transition time, consider which apps you really need, and which ones improve your workflows and automation.

6 What you can automate
Working from home makes it keenly obvious where workflow breakage and clumsy processes exist. Now's the time to think about the ways automation could make you more effective and productive (and profitable) than ever before.

If you're ready to automate and improve your workflows, then you're ready for a conversation with Avii.

OTHER RESOURCES

- > **Blog** Yes, you should Automate! But Heed These Thoughts for Doing it Well
- > **Calculator** Self-audit your software costs
- > **Assessment** How to improve your software automation
- > **Free Trial** Get the Avii Workspace free for 60 days