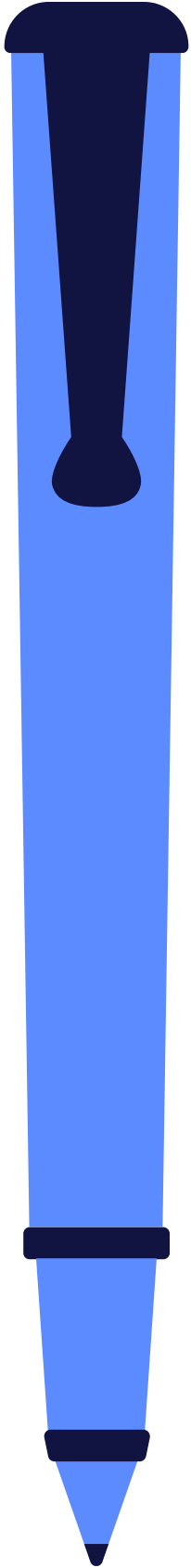


Work Safe Work Smart Checklist

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- 01** Install antivirus/security software [McAfee](#), [Norton](#), [AVG](#), [Kaspersky](#), [Bitdefender](#), [Webroot](#), [Trend Micro](#)
 - 02** Frequently backup your PC/laptop
Local backup: [Acronis](#), [Aomei](#), [EaseUS](#), [Macrium](#)
Cloud backup: [Backblaze](#), [iDrive](#), [Crashplan](#), [SOS](#)
 - 03** Use a password manager to store your passwords
[LastPass](#), [Keeper](#), [Dashlane](#)
 - 04** Employ a cloud service for emails and file storage
Email: [Gmail](#), [Outlook](#), [ProtonMail](#), [ZohoMail](#)
Storage: [GoogleDrive](#), [OneDrive](#), [Dropbox](#), [iDrive](#)
 - 05** Install VPN software for secure internet access
[NordVPN](#), [ExpressVPN](#), [Surfshark](#), [Hotspot Shield](#)
 - 06** Keep track of your tasks
[Todoist](#), [Microsoft To-Do](#), [Google Keep](#), [OmniFocus](#)
 - 07** Manage your team projects
[Trello](#), [Microsoft Planner](#), [Asana](#), [Monday](#), [Zoho Projects](#)
 - 08** Keep a record of your notes and ideas
[OneNote](#), [Evernote](#), [Mindmeister](#), [Dropbox Paper](#), [Bear](#)