



The Essential Checklist for Setting Up Your Hybrid Office

If your small business is realizing that adopting a hybrid model that can fundamentally change and improve your business—boosting employee productivity, cutting costs, and delivering personalized experiences for your customers, then congratulations! You are on the right track. But just what should you look for when setting up your new hybrid office?

You may find yourself facing this decision and we'd recommend you start with this checklist in mind:

✓ Look for simple + smart solutions



Whether you do it yourself or work with a partner, you need an hybrid office set-up that is simple, secure, fast and easy to manage. Consider solutions that will do the heavy lifting for you, that have easily managed components with security built inside. Components that work together and offer things like dashboards for easy management.

✓ Look for tools that make it easy to collaborate

The ability to communicate is vital for any small business; disjointed and clumsy collaboration tools can make matters worse. Collaborating with teams in various locations is easy when employees can work in multiple modes (voice, video, web, messaging), all in one place.



✓ Look for security everywhere

Every small business needs to make security a priority because networks, systems, and users are bombarded with a continual stream of threats every day. Employees often need to share sensitive information and need a simple secure collaboration platform with protected file-sharing and built-in security for mobile meetings. And, in this connected world, your business depends on a secure network more than ever before.



✓ Look for flexible networking options



Maybe your current network is just not robust enough. Solutions available today can be simple to manage and still have lots of advanced capabilities at an affordable price. Are you a digital business that exists solely in the cloud? Then a cloud networking solution would probably be best for your business. If you're not sure and just want the very basics to get started, then a on-premises solution with a one-time charge may be better.

Next Starts Now

Let's get started today. We can work with you to identify the best technology choices and services so that you can work your way. Now IT is simple, flexible and affordable. And "the office" is anywhere you securely log in.

For more information on Cisco Work Your Way solutions, please contact us today.