

## **Four productivity tips for mobile workers**

Mobile work becomes more and more necessary for any size and kind of business. Every organization is looking for increased productivity and flexible working. The only solution on these requirements is the mobile office. Mobile office is the ability to have on the move all or part of the functionality that you have in the office. IBSAC Intelligent Business Solutions offers IT Services and IT consulting in order to help you and your organization to work any time from any place like you are sitting at your office. In general, our IT consultants and IT engineers can “make your office mobile”.

Below are four productivity tips in order to keep your office at your fingertips anywhere there is Internet access:

1. **“Throw” yourself into the cloud:** Your virtual office should offer the ability to work at full productivity from any remote location that has Internet access. You can use any public cloud service with a small monthly fee or even you can have your own private cloud and you will be able to work to your “office” PC from any location since your actual PC will be located in the cloud. However, the advantage of having your own private cloud is the ability to serve up personalized desktops from your own server. For lower budgets there are several tools that are providing remote access to your office PC.
2. **Get the right equipment:** Even though you will not be located at the office, you need to have the right equipment in order to feel and work like the office. The remote desktop IT model does not look very revolutionary for many IT people but it could be very helpful for people that are out of the office many hours or days. With remote desktop, you can access your office PC from anywhere that has an Internet connection. The equipment that you will need is a laptop or netbook PC running any version of Windows, a smartphone with 3G in order to provide the Internet access to your laptop, a mobile scanner and a mobile printer. With this equipment you will be able to work on the move exactly like you are working in the office.
3. **Use your smart phones features:** Do not switch on your laptop immediately. Most of the features that your laptop has, are embedded also in your smartphone. If you use iPhone, Blackberry or Windows mobile, you can use fully all the email features that you might have in the office. Also, calendar, contacts and tasks can be fully used directly from your smartphone.

4. Do not forget security: When working remotely, it is very important to secure your data. One of the main advantages of not so revolutionary remote desktop and working in the cloud is that you do not have any data locally on your laptop but everything is on the server at your office or in cloud. On this case, you have to ensure that the connection to your office server or in the cloud is secured using strong encryption.

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IT Consultant

IBSAC Intelligent Business Solutions Ltd

<http://www.ibs.com.cy>