

OFFICE, HOME, AIRPORT, COFFEE SHOP

Work-from-anywhere habits

Your laptop goes where you go. So do the risks. Eight habits that travel well.

1 Lock it when you leave it

Even for a coffee refill. Set your screen to auto-lock after a few minutes.

2 Keep work on work devices

Company laptops come with protections your personal tablet doesn't have.

3 Public Wi-Fi: usually fine, with care

Most sites encrypt traffic now (look for https). Skip any network that asks you to install something, and use your company VPN if IT requires it.

4 Fix your home router

Change the default admin passphrase and turn on automatic firmware updates.

5 Mind who's watching

Screens in airports and cafes are public. Take sensitive calls somewhere private.

6 Lost a device? Say so within the hour.

IT can lock or wipe it remotely, but only if they know.

7 Use approved AI tools only

Pasting work data into a personal AI account can leak it. Stick to the tools your company approved.

8 Update everything

Laptop, phone, browser, and router. Turn on automatic updates and restart when asked.