



# Zack's Offline Checklist

When your Internet connection goes down telecommuting quickly turns from a dream into a nightmare. You miss calls, get left out of decisions, and worry that your team might decide they can do well without you. But with a little planning ahead of time you can handle those annoying service interruptions with ease.

## 1 Have a backup

Always have a second option. If you use a land line then buy a cell phone. Make sure you have another way to contact your team. Backups are also important for your computer, your data, and your wireless router.

## 2 Fix it fast

Do everything you can on your end and then call your service provider. Don't assume they know something is wrong.

## 3 Keep important contacts offline

Company directories and Google address books are wonderful tools, but keep a copy of your most important phone numbers offline. Write them down and put them up near your desk.

## 4 Let your team know

Call them with your backup cell phone and let them know you're having a technical problem and aren't just ignoring them. A little assurance that you're working on the problem goes a long way.

## 5 Get a little work done

Offline is a great chance to focus and get a little work done without interruptions. Use the time productively.

## 6 Relax

Take a deep breath. Getting knocked offline isn't the end of the world. The connection will come back soon.

Read more about working anywhere from anywhere at [The One Minute Commute](#).

## The One Minute Commute

<http://www.zackgrossbart.com>