

## Plan for the future

It's a difficult time but a definite plan is a great help, some of the areas to be considered are listed below:

- What is your internal comms policy going to be on working from home?
- What support your remote workforce may need? Though many adapt well, they can feel very isolated. See our [Working from home tips](#)
- Will you need additional technology?
- Should the office be downsized?
- How are you keeping in touch with clients?
- Are there additional products/services you could offer your clients?
- How are you going to get new clients?
- Have you got a firm grip on your cash flow?
- Are you aware of the various schemes HMRC are offering during this period? [Financial support for businesses during coronavirus](#)
- How are you motivating the remote workforce?
- Can you provide them with some light relief to replace the after-work drink down the pub?
- What will you do if a key member of staff falls sick?
- Do you have a plan to upskill those that you may need to fill in if this happens?
- Expand the knowledge and skillset of your staff (and yourself) by taking advantage of [Free online training courses](#)
- What redundancy support you may need? We can support your staff with [redundancy advice and tips](#)

Then importantly write the plan and review it regularly.