

# WEBINAR SERIES WORKSHEET

Preparing Your  
Technology Continuity Plan

# YOUR TECHNOLOGY CONTINUITY PLAN

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Everything we have discussed so far today prepares us to be able to develop our own individual continuity plan. Because, let's be honest, even when you're in the middle of a natural disaster, life doesn't stop. You might work remotely for a company that's based in the Midwest, and they're not being affected by the hurricane, even if you are. Or, you need to find some sales figures from a few quarters ago for your boss for a big pitch meeting in California. If you can get your devices to work with you, it makes your experience much easier.

Regardless of what situation you find yourself in, the worst thing will happen at the worst possible time. Even if you plan ahead, what can you do to ensure that you'll be able to utilize your devices if something goes wrong?

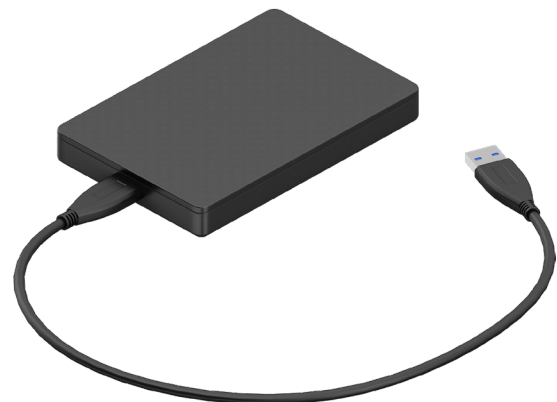
The answer is developing your technology continuity plan. Here are the bullet points for this plan, based on what we covered so far today:



- ▶ **Make sure you have the ability to charge your devices.** This might mean investing in a solar charger or a battery bank charger. No matter what you choose, make sure you have a backup plan.



- ▶ **Ensure continuity.** Are your files backed up? Can you access that Google Doc offline to keep working on that project your boss is looking for? No matter what it is, make sure you can access your files from anywhere, on any device, whether you have WiFi or not.



- ▶ **How will you track your pet?** If you're taking them with you, it

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might be easy to get separated in the chaos of evacuating. Investing in a microchip or a smart collar is a great idea.



- ▶ Even when you're at home, it's easy to forget where you left your phone. And if you're staying at someone else's house, sleeping in your car, or living in a shelter, it's even harder to recover your devices. Making sure you can find them means enabling apps like Find My Device or Find My iPhone.



- ▶ How will you work without the Internet? You'll need to figure this out before you have to access it. Make sure you know how to set

up a hotspot on your phone and upgrade your data plans.



- ▶ Maybe you can't take your desktop with you. Or, you have to leave your huge television behind. If that's the case, make sure you have a safe storage plan to leave them in your home.



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