



**Working from Home
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Working from Home

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Working from Home Success Secrets.

The possibility of working from home and being truly successful may seem like a bit of a dream right now....

....but it is absolutely possible.

We sometimes think that only people who go into an office are actually working. In reality they spend an awful lot of time doing anything but working. There is the commute to and from work, tea breaks, chatting with colleagues (about anything but work) and countless other interruptions.

All this prevents you from accomplishing what was planned for the day. If you currently work in an office, think about what is stealing your time. Would you be able to accomplish more by working from home?

The working environment is continually changing and evolving. Jobs which were necessary or desirable in the past no longer exist as requirements change and new technologies are introduced. .

This has opened a whole new world of possibilities:

Possibilities in new and interesting jobs

Possibilities in when and from where we can work

And

Possibilities to decide how we will work.

It is not always necessary to go into **the office**, and employers are becoming more open to the idea of employees working from home.

Successfully **working from home** will require you to gain a few new skills. So if you are currently working from home, or hope to in the near future, then have a look at the following success secrets, which will give you ideas on how to be more successful.

No '1 perfect way'

Depending on the type of job you do and your home situation you need to figure out what is best. As the title suggests there is no **1 perfect way**, the key is to find **your own perfect way** which allows you to work from home successfully.

If you live alone, then the possibilities of finding your **working from home style** can be achieved by looking at:

- How do you want to spend your day?
- What hours do you want to work?
- Which space will be best to set up the office?
- How to deal with friends and family dropping in uninvited because you are (only) working from home?
- What do you need to allow you to succeed?

When there are family members who also use the space, it can make things a bit more complicated to find your **perfect way**. In order to attain the delicate balance needed always remember to respect the needs, opinions and issues of your family. If you steamroll over them, then problems or resentments could build up and tensions could grow. I'm sure this is not what you are aiming for.....

You also need to look at:

- How you want to spend your day?
- What flexibility you need to work in and around your family's commitments and requirements?
- Which space will be best to set up the office?
- How will you deal with interruptions from the family?

And

- What is the main reason you have decided to work from home and make sure you allow yourself to achieve it.

Sometime it can be tricky but with determination you will find your way.....

Organise a schedule

As mentioned in the previous section, to find **your perfect way** of, **working from home**, you need to find a system/schedule that works well with your household situation.

If you have kids and getting up early to fit in a couple of hours before the school run works for you then that is great.

If you are on your own and want to get the chores out of the way first thing, and then work till late in the evening then that is great as well.

Take the time to look at how you want to spend your day, what you need and want to accomplish and put together a schedule that accommodates all your requirements. It may seem that using time, out of your day, to schedule is a bit of a waste, but in the long run you will actually be accomplishing more and saving time.

For any schedule to work you need to make sure you include some **dead air time**. This is because everyone else in the world is not working to your schedule, so you could get caught in traffic or spend time on hold while waiting to talk to an important client. Make sure every second is not taken up and allow your self a bit of flexibility for when something unexpected happens.

An excellent side effect of **dead air time** is that it is helpful in **reducing unnecessary stress**. This is also looked at in the next section.

Not 24-7

Just because you are always **one room away from your office** does not mean you need to be **working all the time**.

It can be difficult to resist the temptation to spend an hour here or there in your office finishing something off. But consider if you worked in an office building. Would you be travelling all the way back after supper to do an hours work? It is very unlikely, and if a task was uncompleted you would leave it for the next day or till after the weekend.

When you are organising your schedule make sure to set the hours you will be working. Set the time you will stop for the day, your days off and have a life. One of the benefits of working from home is that you don't have to work the traditional 9-5, but do make sure your weekly hours stick to around the traditional 37-40.

Organise the office

In order for **working from home** to succeed you need to have your office area sorted and organised. First off have a good de-clutter session, getting rid of anything that should not be there or is affecting your efficiency.

Then depending on what size of office you have or if it is in the corner of another room, you need to put a system in place that works best with the space you have.

Make sure to consider.

- Are you a filer or a piler?
- What type of filing system will you use?
- If you're a piler, will it be in-trays, shelves or boxes?
- What is the best way to kept track of clients' information?
- When will you schedule time for paperwork/filing/piling?
- Is your office set up according to health and safety?

The smaller the space the more disciplined you need to be to keep it organised. Make sure you put items away when you are finished using them. That way the space does not get out of control, causing stress, frustration and reduce productivity.

Contain the office

This is also part of organising your office and creating enough space for all your work information and supplies. It is easy to let the paperwork and filing filter to other areas of your home especially if your office is cluttered and disorganised (so make sure you have completed the previous point).

Keep in mind. If you were back in the office would you leave things all over the place or would you bring it back to your own desk or office. Avoid having any **work stuff** in your hand when you go to the kitchen to make a cup of tea and end up leaving it elsewhere in the house.

If you are not able to have a separate room for your office, than look at the possibility of using a folding scene or book shelves to mark you office area. This will help you to visually keep your office contained.

Set Boundaries

Not only is it a good idea to set the physical boundaries of your office, it is also a good idea to set boundaries on:

- Distractions.
- Time management.
- The hours you will work.
- Household chores.
- Procrastination.

(Most of these we have or will look at in more details in this article)

Let friends and family know that just because you are working from home does not mean you are available to be interrupted all the time. Ask friends not to drop in but to call and see whether you are free. Let the kids know that if the office door is closed not to enter unless it is an emergency. If you are not in a separate room then put a visual indicator for when you are busy or not, like a sign on your desk saying 'I'm working'.

You need to be strict and disciplined with your boundaries and at the same time respecting everyone else who lives in your home.

Reduce distractions

When working from home it is easy to get distracted by all the other things you could or would like to do and even the things you don't like doing (like the ironing).

Chores can be a major distraction and called upon when you are feeling the need to procrastinate and avoid what needs to be completed on the work front. To help with reducing the distractions at home you need to consider what you find distracting and then:

- Close the door of the room they are in (if possible)
- Call upon your schedule, when you are feeling distracted
- Call upon your **perfect way** to get you back on course.

Help with small stuff

So that you are able to be as productive as possible you need to **focus on your strengths** and **focus on what brings in the money**.

Do you do plenty of filing or typing, research that take up too much time or a data base that needs a code breaker to decipher.

Hire in the appropriate help:

- A part-time secretary.
- A part-time personal assistant.
- A virtual assistant.
- A cleaner and a lady to do the ironing.

Hire whatever help you need if it will free up time that you would be able to spend in a more efficient way.

Separate work & life

It is important to make sure you keep your work and home life separate or you will never be able to turn off and relax. Turn the phone to answer phone at the end of the day and shut the office door. This will mentally and physically allow you to leave work behind and enter home life.

When your **schedule** is implemented, you will know how you want to spend your day.

You thought through and created **your perfect way**, so working from home **works**.

You have set **boundaries**, to prevent interruptions

You are not working **24-7**.

And

You have the **office organised** and **contained**.

Now you can keep a healthy separation between work and your home life.

In Conclusion

Thank you for taking the time to read through
Purely Peppermint's Success Secrets.

I hope you found them enjoyable, entertaining,
educational and enlightening.

Working from home can be a huge success but it does
take some discipline, forward thinking, organising and
commitment.

Like all things in life which are worthwhile you need to
put the effort in at the beginning, but it will be worth it in
the end.

Enjoy all the benefits of working from home

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