

# Building Your Ideal Lifestyle *Working from Home*

Building Your Ideal Lifestyle — Working from Home



## **Introduction**

### **Building Your Ideal Lifestyle – Working from Home**

There's no doubt that working at home offers a number of powerful benefits. It also offers significant challenges. Challenges that many work at home moms, dads, and individuals are not quite prepared for.

Couple that with the challenge of actually finding a legitimate work at home opportunity and it may seem like working at home is a pipe dream.

There's good news...

...you can enjoy the benefits of working at home. You can master the challenges and create a lifestyle that fits your needs and goals. And you can find that great work at home opportunity you've been dreaming of.

It just takes knowledge, patience, and perseverance. You supply the patience and perseverance, this report supplies the knowledge.

Inside the next 20 pages you'll learn:

- The benefits of working from home
- The challenges of working from home
- How to spot a scam
- How to capture an employer's attention and earn that opportunity
- How to manage your time
- How to create a work/life balance
- How to find a work from home opportunity
- And you'll learn if working from home is right for you – a quiz.

### **How to Use This Report**

This is an interactive report. Throughout the next seven chapters you'll find lots of information. You'll also find many questions. These questions are designed to help you find the right work at home lifestyle and opportunity for you.

Keeping these questions in mind, it may be helpful to have a pen and paper nearby. Or print out the report and document your thoughts and answers as you go.

## **Chapter One**

### The Powerful Benefits of Working from Home

Before diving headlong into the wonderful benefits of working from home it's important to define what working from home means.

Working from home is often used interchangeably with telecommuting, freelancing or even owning your own business.

That's not what this report is about.

For the sake of this report when discussing working from home it is implied that you are working for a company and your position is designed to be one that operates out of your home. We'll cover a number of common work from home opportunities.

An example, might be transcription; medical, legal or otherwise. You'd work as a transcriptionist for a company and you'd work from your home.

Okay! Onto the powerful benefits of working from home.

### **Freedom**

Freedom may be the single most important benefit of working from home. It's certainly the most prized. For many freedom means they have the ability to tend to their family and home while still earning an income.

For others it simply means an ability to work the way they want or need to work without a boss hovering over their shoulder. Rest assured though, you will have a boss and you will be accountable for your work.

You're not working for yourself here. In fact, most work from home opportunities have a nice structured system so your effectiveness and sometimes your productivity can be measured by...yep, you guessed it, your boss.

Still, the lure of being able to work from home beckons many, particularly parents of children or care givers who wish to be available when their family needs them without having to take a day off from work or call in sick.

### **Comfort**

Okay, let's face it. For many there is simply the draw of not having to dress in work clothes each day. Working from home you're not likely going to have to meet with clients or customers. That means you can work in your pajamas if you desire. It also saves lots of money on your annual work wardrobe.

## **Commute**

Have you ever met a person who enjoys their daily commute to and from work? When you work from home your commute is cut down to seconds. However, long it takes you to get out of bed and get to your home office – that's your commute!

Not too shabby, right? There's definitely a benefit if you don't have to navigate congested roads or public transportation. It saves money and is better for the environment too.

## **Independence**

If you're introverted or prefer to work in a solitary environment then working at home is definitely for you. You don't have co-workers or associates. It's just you. Of course if you enjoy that social interaction, teamwork and group dynamic then working from home may not be your best option.

That being said, you can find work from home opportunities that do offer some social interaction. A call center representative is one example. You're on the phone with numerous people throughout your day. Other opportunities also present an ability to work with others and still work from home.

## **Flexible Hours**

Many work from home opportunities offer extremely flexible hours. With some opportunities you can choose your own hours. Others offer afternoon or evening shifts. You can likely find a schedule that fits your needs and lifestyle.

## **Recap**

Working from home gives you the ability to manage your personal and your professional life from one location – your home. Many opportunities enable you to when it best suits you and to choose your own schedule. Self starters and independent workers often thrive in a work from home lifestyle. You also save money on wardrobe and commute expenses.

Working from home provides a number of freedoms most other jobs don't. You may be ready to go and find that work from home opportunity right now. However, working from home isn't for everyone. In fact, it just doesn't suit some personality types.

In the next chapter you can take a quiz to help you assess whether working from home is the right decision.

## Chapter Two

### Is Working At Home Right For You? A Quiz

Working from home isn't right for everyone and that's okay. You're not going to have a boss giving you direction or keeping tabs on your results or efforts. While that may sound great, it can also leave you feeling a bit lost.

Many people prefer a structured environment and while they may not want a boss hanging over their shoulder they do want feedback on their work. When you work from home that feedback isn't always available or immediate and the structure is often up to you to create.

Additionally, when you work from home you're often isolated. If you're an introvert and comfortable being alone for extended periods of time then working from home is great. If you're an extrovert then you'll have the added challenge of seeking either an opportunity that provides interaction or you'll need to adjust your personal life to compensate.

It's important that you're happy, or at least content, with your chosen profession. When you can wake up each day feeling positive about your job it makes it much easier to succeed.

Below is a list of questions. Simply answer yes or no in the space provided. Tally your answers to discover if working at home is right for you.

- Are you comfortable if your job has tasks that can be quantified, measured and monitored?
- Do you have an appropriate home work environment? Is it comfortable and quiet? Does it provide you with a productive atmosphere free from distractions?
- Is your family supportive of your desire to work from home?
- Are you aware of your stress level and ability to create a healthy work/life balance?
- Are you able to close the door to your home office at the end of the day and focus on your family and personal life?
- Are you able to keep distractions to a minimum?
- Are you a self-starter?
  - Do you look for opportunities
  - Are you able to create work
  - Can you start a project without waiting for orders?
- Are you an introvert?

- Do you feel energized when working by yourself?
- Do you feel protective of your privacy and space?
- Are you capable of spending hours in your own company without any other outside communication or interaction?
- Are you a problem solver?
- Are you organized?
  - Are you self motivated?
  - Are you focused?
  - Are you generally able to be productive when you work?

Tally the number of “yes” and “no” answers. If more than half of your answers are “yes” then chances are a work at home lifestyle will work well for you. The more yes answers you have the more suited you are for working at home.

If you have mostly “no” answers then chances are working at home isn’t right for you. Take heart, if you’re determined to work from home there are still opportunities for you. You may face a few more challenges than those who are more suited for the lifestyle.

However, we address many of these challenges in Chapter Seven. The key will be to find the right work at home job opportunity to match your needs, personality and work style.

In the next chapter we take a look at the most common types of work at home opportunities.

## **Chapter Three**

### **What Types Of Work from Home Opportunities Are There?**

When it comes to work at home opportunities there really are many different types of opportunities.

In the next chapter we'll list several locations where you can find work from home jobs. Visit any one of these sites and you'll see opportunities for just about every skill set under the sun.

Opportunities range from writing and programming to shopping and tutoring. With enough research and patience you're sure to find an opportunity that matches your interests and skills.

That being said, you're also likely to come across several common work from home opportunities. In this chapter you'll learn what those opportunities are and what skills, knowledge and experience they require.

### **9 Most Common Work from Home Opportunities**

#### **#1 Call Center**

Call center jobs may be the single most common work from home opportunity you find. As a call center employee your job is to offer customer service, technical assistance and help to customers who call into the service department.

Most call center jobs provide you with both training and the necessary equipment. Some companies charge for the training and the equipment. This doesn't necessarily make them a scam. However, it can be an indication.

It's important to make sure you research a company thoroughly including any potential expenses. Most call centers do not charge for training and equipment but make sure before you apply.

Call center jobs pay either by the hour or by the minute you're on the phone. So on days when you don't receive many phone calls, you may not make much money.

Becoming a call center employee requires:

- Good communication skills
- Internet access – (high speed)
- A computer
- Good organizational skills
- Patience

- An ability or desire to help people solve their problems
- Some degree of technical skills so you can navigate the company's internal network and customer service software.

While being a call center employee isn't for everyone it does tend to offer a flexible schedule. You may be able to work in the early morning hours before your family has woken for the day.

## **#2 Home Agent**

A home agent works much like a call center associate however they tend to offer more interaction and require more skills. A home agent might work for an insurance company. As a home agent they'd interact with customers via email, instant messaging/chat and also on the phone.

A home agent's job is generally to provide a good degree of customer service through multiple channels. Your title might also be customer communications agent. You may be called on to verify customer information, sell products and solve problems.

Becoming a home agent employee requires:

- Good telephone communication skills
- Good problem solving skills
- Good written communication skills
- Internet access – (high speed)
- A computer
- Good organizational skills
- Patience
- An ability or desire to help people solve their problems
- Some degree of technical skills so you can navigate the company's internal network and customer service software. You also need to be able to enter data accurately.
- You may be required to give a sales pitch so some selling skills can help you earn more money.

Home agents are generally paid by the hour. Like a customer service representative some companies do charge for training and charge fees. However, in most cases training is free. Make sure to investigate the company before you apply. Make sure it is a legitimate opportunity.

## **#3 Mystery Shopping**

Shopping for a living is a dream come true for many. And mystery shopping isn't a dream, it's an actual job. However, it's not necessarily a work from home opportunity. As a mystery shopper it is your responsibility to pose as a real customer and evaluate the customer service you receive.

Mystery shoppers are extremely valuable for the management of large retail

establishments and restaurants. You can help them see where they need to improve their processes, customer service, and the other important details that help companies succeed.

Mystery shoppers are professional employees that require many skills and abilities. You need to be able to accurately evaluate the criteria you've been sent to evaluate. You also need to have good communication skills and a professional attitude and/or appearance.

Finally, you'll need to be able to assume whatever persona is required to convince your sales associate or waitperson that you are a legitimate customer.

Being a mystery shopper requires:

- Professional attitude
- Analytical skills
- Internet connection – many companies now ask/require you to evaluate companies online and/or to report your findings online.
- Willingness to take the not so fun jobs along with the fun jobs. For example, you might have to analyze a fast food restaurant one week and a jewelry store another.
- Good communication skills
- Good organizational skills

Be wary. Mystery Shopping is an in demand job. That demand also provides scammers with plenty of opportunity to bilk people out of their money. When applying for a legitimate mystery shopping opportunity you will never have to pay for training, equipment, or any other fees. If a company asks for money then it's not a legitimate company.

#### **#4 Online Tutor**

Online tutoring has become a very in demand business. As demand grows so do the opportunities. And technology means you can tutor people next door or on the other side of the globe. It offers you a very flexible schedule. It also offers you with the ability to match your skills and knowledge to your opportunity.

For example, you might excel in a foreign language. You can teach it to adults or children – whichever best suits your skill set and knowledge level.

Being an online tutor requires:

- Patience
- Good communication skills
- Ability to teach. Teaching experience is often a requirement.
- Knowledge in a specific area. For example, math, study skills or a language
- College degree may also be required
- Internet connection
- Technical ability so you can use the company's communication system.

If you enjoy teaching and are looking for an ability to work flexible hours becoming an online tutor may be the exact opportunity you've been looking for.

### **#5 Transcriptionist**

Transcriptionists are people who take the spoken word and type it so it can be read. The most common types of transcription jobs are medical or legal. Both require specialized information or knowledge about the medical or legal field. You can actually receive specialized training as a medical or legal transcriptionist.

However you can still become a transcriptionist if you do not have medical or legal knowledge. You can work for a company that offers virtual administrative services. Both medical and legal transcriptionists can earn a good living. T

The specialization and experience demand a high rate. Other transcriptionists generally get paid by the word or audio minute. This means your salary depends on how much transcription work you get.

Being a transcriptionist requires:

- Computer
- Transcription software
- Technical knowledge for medical or legal transcription
- Organization
- Fast typing skills help
- Good spelling, grammar and editing ability.

### **#6 Virtual Assistant**

A virtual assistant works for a company that provides virtual administrative services to companies and business owners. Virtual administrative work can range from transcription to data entry. You might manage a small business owner's website or schedule appointments.

The work you receive depends largely on your skills and experience. There is of course room to grow and learn too. Being a virtual assistant can be a very engaging and interesting work at home career choice.

Being a virtual assistant requires:

- Computer
- Good communication skills
- Internet connection
- Administrative skills, knowledge and experience
- Good organization skills
- Professionalism, time management and an ability to deliver projects on time
- Software knowledge and technical ability

Virtual assistants are paid by the hour and by the project. Your income will be determined

by your experience and skills. If you enjoy project related work and have administrative experience you may enjoy being a virtual assistant.

### #7 Programming and Coding

Many software and development companies need people with good technical skills to help them bring new products to the market. Additionally, much like a virtual administrator you might work with a company that provides coding and software development for other business owners.

If you have an aptitude for this type of work and are project oriented then this might be a good career choice.

Being a coder requires:

- Computer
- Internet connection
- Good technical skills, knowledge and experience
- Good organizational skills
- Good communication skills
- Professionalism
- Professionalism, time management and an ability to deliver projects on time
- College education

Many programmers or coders are paid by the hour or by the project. Your income will be determined by your experience, skills and the difficulty of the project.

### #8 Writing

Many online companies need writers. You might find a full time work from home writing gig with a top blog or you may find an opportunity with a website. Also, offline companies need writers too. They need marketing writing, email messages, brochures, press releases and advertisements.

Being a work from home writer requires:

- Computer
- Internet connection
- Good writing skills and experience
- Education in writing and/or marketing

- Professionalism
- Good communication skills
- Knowledge and experience with a variety of writing styles and formats
- Ability to turn projects in on a timely basis
- Good grammar, editing and spelling skills.

Again, like most work from home opportunities you're paid by the hour or by the project. Some writing opportunities however can be salaried. Your income will depend on the opportunity, your skills and experience.

### **#9 Surveys**

Finally, you can work from home conducting surveys. This opportunity works much like a call center opportunity. However, instead of taking customer service calls you're actually calling others to survey them.

You might survey them about a recent shopping experience. You might survey them about their political beliefs. You're generally employed by a company that provides survey services. This means you have the opportunity to work on a number of survey projects each year.

Being a work from home survey employee requires:

- Good communication skills
- Patience
- Computer with internet connection (You may be recording your respondent's answers online.)
- Professionalism

Surveyors can work flexible hours and are generally paid by the hour.

### **Recap**

There are a number of work at home opportunities. Each requires a unique skill set and personality type. Many offer flexible hours and the ability to learn as you earn.

We've covered the most common types of work at home opportunities. Did any resonate with you? Did any feel like they were the right opportunity for you? Did your skills, knowledge and personality match the requirements?

In the next Chapter we'll take a look at where you can find work at home job opportunities.

## Chapter Four

### **Where Do You Find Work At Home Jobs?**

There are many different locations and means to find work at home jobs. One of the most common places are job boards. For example, Monster.com and CareerBuilder both offer work at home jobs. The competition is stiff however, if you have the requirements and present yourself well you can earn your dream job.

There are also work at home job listings. However, don't be fooled by the companies that sell listings. These listings are often seriously outdated. You shouldn't pay for a job listing.

You might also find good work at home opportunities simply by networking online and off. Opportunities often come to you when you least expect it and networking can broaden your opportunities.

That being said you're probably anxious to get searching. The following are some of the most commonly used work at home job search sites.

#### **#1 LinkUp**

LinkUp, <http://www.linkup.com/>, actually pulls job listings from company websites. It's a great way to find the best jobs without having to visit hundreds of company websites. It also means that most of the jobs listed here are legitimate jobs. Some scams might sneak in so it's important to be careful.

LinkUp offers a variety of search functions. Instead of searching on their home page, click on "Advanced" and search by category or industry.

#### **#2 SimplyHired**

SimplyHired, <http://www.simplyhired.com/>, is another aggregate site. It pulls from job listings all around the world. They pride themselves on being able to find the most jobs so you can find your dream job.

The search interface is easy. You can search by industry, location or keyword. It's free to use.

#### **#3 Internet Based Moms**

InternetBasedMoms, [http://www.internetbasedmoms.com/classified\\_ads.htm](http://www.internetbasedmoms.com/classified_ads.htm), offers a wealth of information for moms who want to start their own online business. It also offers valuable information about how to work from home including a directory with work at home opportunities.

## **#4 Craigslist**

Craigslist, <http://www.craigslist.org/about/sites>, is packed with scams so you have to be cautious. However, it also offers a number of legitimate opportunities. It's important to do your research before you apply for any opportunity. Yet don't skip this potentially valuable resource. When you're searching remember to search other cities too.

## **#5 WAHM – Work at Home Mom**

WAHM, <http://www.wahm.com/jobs.html>, is another site designed for moms. Whether you want to start your own business, telecommute or work for an employer this site offers a good resource. The job listings are updated frequently. However, like Craigslist it's important to be cautious and wary of scams.

Additional Resources:

Also consider other job search sites like:

- MediaBistro
- Yahoo
- MoneyMakingMommy.com
- Monster
- CareerBuilder

## **Recap**

These are just the top five job search sites. You may find great luck in your local classifieds and job search sites. Pool your resources. Search online and off. The right opportunity is waiting right around the corner.

Even the best job sites can be infiltrated by scammers. They want your money. Don't give it to them. In the next chapter we offer tips for avoiding work at home scams.

## Chapter Five

### Work At Home Scams – How To Avoid Them

Whenever there is something people want dearly you can be sure to find scammers. They capitalize on the desires and dreams of others to make money. It happens with lottery scams, email scams and it happens with work from home scams.

In fact, it happens often with work from home scams. In order to protect you from these scammers we've provided a list of the most common scams. Familiarize yourself with these scams and be wary.

**#1 Craft Assembly** – Any at home assembly opportunity is most certainly a scam. The scammers ask you to pay up front for your kit. You put the kits together send them in, on your own dime of course, and if you get a response at all, they tell you the products don't meet their specifications.

**#2 Medical Billing** – With this scam they promise you everything you need to start your own medical billing business for a fee. After you spend your hard earned cash you receive a completely outdated and ineffective product.

**#3 Email Processing** – You may be starting to see a trend here. With this scam you're required to spend money to be trained. What you're actually doing is spending money to become a spammer.

#### **#4 Typing at Home, Stuffing Envelopes, and Turning Your Computer into a Money Making Machine**

These scams always ask for money to "train" you. They work much like the email processing scam. You send money and their training is essentially a list of people you need to convince to stuff envelopes, type at home or otherwise scam.

#### **#5 Work from Home Directory**

This scam has already been mentioned. You're essentially paying money for an outdated list of job opportunities – most of which are likely scams too.

You may be recognizing a pattern here...all of the scams request money up front. They may disguise it as equipment, training or some other resource. If they ask for money big red flags should start waving. It's probably a scam.

## **Five Tips for Avoiding and Recognizing Work from Home Scams**

### **#1 If They Ask for Money Up Front It's Probably A Scam.**

In fact, if they ask for money up front, it's almost guaranteed to be a scam. You shouldn't have to pay money to get a job.

### **#2 Are They Asking You Do To Something That's Illegal?**

For example, many scams ask you to essentially become spammers. This isn't legal. Pyramid schemes aren't legal either. Familiarize yourself with these scams and be wary.

### **#3 Research Thoroughly.**

Don't hesitate to pick up the phone and call the company for more information. Research them online. Check with the Better Business Bureau. With the internet at your fingertips you have a multitude of resources at your disposal. Uncovering a scam is simply a matter of doing your research.

### **#4 Stick With Legitimate Job Search Sites/Services.**

You have a list of legitimate job search resources. Start your search there. There's no guarantee that the jobs are all legitimate however it's a good place to start. On the other hand, if you receive an email from a stranger offering you a work from home job you can almost be guaranteed that it's a scam.

### **#5 Get Sneaky**

Many companies give you a wealth of information without realizing it. You have an address, phone number, email address and even information about their webhost. If they're using a free email like Gmail or Hotmail or they're using a free hosting service then that should be a red flag. Legitimate companies don't use free email or hosting services.

Call the phone number and Google the address. Make sure they're legitimate. And if they

## **Recap**

Scammers are all around us. They are always trying to find ways to get your money. Be smart. Research the opportunity. Research the market.

Legitimate work from home opportunities do exist. However, you have to search for them. They don't come to you in emails and they don't knock on your door.

Once you've found the right opportunity it's time to apply for it. The next chapter offers tips so you can grab the employer's attention and get your dream job.

## Chapter Six

### Applying for and Getting a Work from Home Job

Once you've identified a work from home opportunity that interests you, it's time to apply for the position. You may be surprised to know that applying for a work from home opportunity is almost exactly like applying for any other type of opportunity.

Potential employers want to know:

- Why you're qualified for the job
- What skills, experience and education you have.
- Your employment history
- If you're capable of working from home. For example, what examples do you have that demonstrate your ability to work independently?
- If you have any references
- If you have any prior experience working from home

They don't want to know why this job is a great job for you. They want to know why you'd be a great employee. Think about that before you amend or create your resume and cover letter.

For example, if you state in your cover letter that you have to care for your two children and mother in law and a work from home opportunity would help you accomplish that your resume will likely get tossed in the garbage.

However, if you tell them about your achievements at your last job and how you improved their customer service department or how you won the "most productive employee award" then they are going to pay attention.

For many work at home opportunities the application will entail:

- Filling out an application
- Sending in a resume and cover letter
- It may also involve taking an aptitude test
- Background check
- Telephone interview
- Providing references (They will usually be checked.)

If you're ready, willing and able to provide all of this information quickly and in a professional manner you're steps ahead of your competition.

How does your resume look right now? Does it list your achievements or is it simply a chronological list of your jobs? Take a look at it. What stands out? If you're unsure about how to polish your resume consider hiring a professional. For a reasonable fee they can create a resume that grabs employer's attention.

## **Recap**

Applying for and gaining a work at home opportunity is much like applying for any job opportunity. You want to put your best foot forward. That means delivering a polished resume and cover letter. Make sure your resume and cover letter demonstrate what you have to offer (not what the job has to offer you.)

Also have at the ready a list of references, information for a background check and the ability to be interviewed. There is a lot of demand for work at home opportunities, take every advantage to present yourself and your qualifications in the best way possible.

Once you've gained that dream work at home job you're ready to start earning money and living the work at home lifestyle. As mentioned in the first chapter, there are some real challenges to working from home.

We wrap this report up by offering tips and strategies to be productive, focused, organized and to live a balanced life.

## Chapter Seven

### The Challenges to Working from Home and How to Overcome Them

Working from home poses a number of challenges you may never have imagined. For example, when you work from home there's always work to do and it's right around the corner in your home office. Leaving it is more difficult than you might think.

And what do you do on those days when you need to be on the telephone and your child is having a tantrum?

Or if you're accustomed to working with a team or being around associates and suddenly you're a one man or one woman operation you may feel emotionally isolated. And these challenges are just the beginning.

Here are the most common challenges you're likely to face and how to overcome them.

#### **#1 The Challenge of Isolation**

You're on your own working at home. There are no peers to commiserate with. There is no water cooler to gather around for the latest gossip. There are no early lunches. It's just you and your work.

If you find yourself feeling isolated, or to prevent the feeling, take proactive action. Join a gym or networking group. Take a class. Meet your friends for lunch once a week. Take steps to get out and interact with people.

#### **#2 The Challenge of Focus**

Believe it or not there will likely come a time during your work at home career when cleaning out the refrigerator, vacuuming or doing the dishes will be more desirable than actually working.

It's true. Working from home provides you with a multitude of distractions. The least of which are your household chores. You may be distracted by the internet. You may get sidelined by television, your family, your pets or errands you think you have to run right away.

There are many solutions to this problem. You'll have to experiment to find the right combination of solutions.

- First and foremost, create an environment that supports productivity and success. Make sure your office is set up for productivity - it's organized and comfortable.
- Eliminate distractions. Close the door. Remove temptation from your line of sight – for example don't have a television in your home office.

- Take breaks too. No one can be expected to sit and stay focused for hours on end. Take a break. Get up and stretch your legs. Get some fresh air.
- Take time off. It's easy to get burnt out with any job. Take vacations, long weekends and the occasional day off.

### **#3 The Challenge of Productivity**

Productivity is different from focus but the two are related. Often a lack of productivity is caused by procrastination, perfection and disorganization.

You can overcome your productivity challenge by getting organized.

- Plan your day, week and month
- Schedule your personal activities as well as your work
- Create task lists so you know what you have to do each day, week and month.
- Prioritize your tasks. Try to accomplish the most important tasks first. That way you always accomplish something significant each day.
- Embrace technology. There are so many tools you can use to get and stay productive. For example, you might use a timer to track how long it takes you to complete a task.

Based on this information you can then create a more accurate and realistic daily schedule. You might also use calendar planning software like Outlook or a smart phone to help you stay scheduled and on task.

- Prepare for contingencies. It never fails, whenever there's a time crunch or a big project deadline looming then something goes wrong. Maybe you get sick. Maybe your internet crashes. When planning your days, weeks and months keep in mind your contingency plan.

For example, if you think it'll take three days to complete a project, give yourself four. Complete it a day early and you look great. Turn it in late and...

### **#4 The Challenge of Overwhelm**

It's quite a lot to expect that you'll be able to expertly balance working from home, caring for your home and family and still have time for yourself. Yet that's exactly what you probably do expect of yourself. Be forewarned, it's very easy to become overwhelmed. The above cited strategies will help you manage.

For example, create lists and know how long it takes to complete a task. Schedule time away from work. And don't forget to ask for help when you need it. Get creative with your resources too.

Some work at home parents have found that when they band together with other work at home parents they can take turns providing childcare. You might watch your friend's children in the morning and they could watch your children in the afternoon. This gives you time to work uninterrupted.

Take time away from work too. This is important. If you don't spend some time managing your personal health and well being your work life will suffer.

## **#5 The Challenge of Motivation**

When no one is expecting you at your desk at nine a.m. sharp it can be difficult to get to work. You have to be self motivated to work from home. That being said, even the most motivated person can sometimes struggle when they work from home.

Consider what motivates you. Find aspects of your job that excite you. It may be money as many people are money motivated. You may however be motivated by something other than money. You may be motivated by accomplishment or by helping someone. Determine what motivates you and create goals that support your motivation.

For example, if you're motivated by accomplishment then you might decide to achieve the most client calls in a day. Or you might decide to aim for a promotion or a raise and work toward that goal.

Consider also simply rewarding yourself for your accomplishments. For example, if you're transcribing an interview you might reward yourself with a trip to your favorite coffee shop when you've completed the project.

## **Recap**

Working from home poses a number of challenges. Being aware of these challenges in advance will help you both recognize and overcome them. Your solutions may require a bit of trial and error as you find the best strategies for your work style and personality.

Consider the challenges discussed. What challenges do you think will be your most frequent? How might you solve them before they become problems?

## Summary

Working from home is an ideal lifestyle for many. It offers care givers and non-caregivers alike the opportunity to work from home and have the freedom to live their preferred lifestyle.

However, working from home isn't for everyone. It requires a certain type of temperament, work ethic, and skill set. If you're motivated, organized, independent and like to work on your own then working from home may be for you.

While there are a number of work at home jobs and job search sites take great care to avoid scams. They are just as plentiful as the legitimate opportunities. Research each opportunity with care and don't pay for a job or a job listing.

When you find your dream opportunity act fast. Have your resume ready to go and send it off with confidence. Be ready to provide information for a background check, references and to interview.

Once you've landed your dream job prepare for success. Anticipate potential work from home challenges and create systems that support your lasting success. You can find and earn your dream work from home job.

To Your Success!

*Moon Loh*

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