# **WORK FROM HOME**



# Stay Healthy and Be More Productive Than Ever

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"There is much more flexibility to work from home today."

Joshua Freemanc

"Successfully working from home is a skill, just like programming, designing or writing. It takes time and commitment to develop that skill."

Alex Turnbull

"If you are working on something exciting that you really care about, you don't have to be pushed. The vision pulls you."

Steve Jobs

# Special Offer:



## Working at home ideal for many reasons

A lot of moms struggle with the concept of becoming a work at home mom. It's tempting to do it, but they just aren't sure if it's the right thing for them. But there are many reasons why choosing to become a WAHM is ideal. Let's count the ways.

#### **Time**

When you work outside the home, you lose a lot of time. Not at work, because when you work at home you might likely put in as many hours as when you work outside the home, but after work, and before work. Depending on where you live, there is a commute to consider and other obligations that might keep you from getting home just when you like.

When you add kids to the mix, being gone a lot is a problem. They need to see their parents, and when you work outside the home, you might be gone up to 10 hours a day (or more, depending in your job and that commute). When you work in the home, you don't need to "leave" for work until it's time to begin work. No commute required. And when you're done with work, you can leave and be home, well, immediately.

#### Chaos

The life of a household with two working parents can be chaotic. You might get home from work only to turn right around and head to soccer practice, or gymnastics, or piano lessons, or a combination of all of them. There's a certain amount of chaos build into that situation.

When you work at home, you are already there. When it's time to head to soccer, you simply shut down your work for the day (or for now, if you intend to return later) and you go to soccer. Sometimes you might even be able to bring your work with you.

In addition, you won't have any of the scheduling problems that moms who work outside the home might have. You can allow your kids after school activities and play dates. You're there to either supervise or do the driving.



#### **Money**

You might be surprised to discover that you can save money by working at home, thereby increasing your net income. When you work at home, you don't have to pay for full-time daycare. Depending on the ages of your children, you might need to take advantage of some part-time daycare until the kids are in school, however.

You won't have a commute, so you will save on gas, and you can likely save on clothing. Even if you do meet with clients, or do parties, or work partly outside the home at your home-based business, you can have a much simpler work wardrobe than you would have if you worked outside the home. Since you won't see the same people everyday, you can settle for fewer work pieces. Mostly, however you can dress very casually if you work at home.

You might also see a savings in unexpected areas. You will eat lunch at home most or all of the time, thereby saving on lunch costs. You won't be caught up ordering things from co-workers or their children. You won't have to contribute to the workplace birthday fund.

## **Quality of life**

Of course, this is debatable in that not everyone can claim that working at home gives them a better quality of life. That's due to

the simple fact that working at home isn't for everyone. But if you think that working at home might be the thing for you, it's important to consider that your quality of life might improve.

When you work at home, you have much more control over your time than you do when you work outside the home. Depending on what kind of work you do at home, you might have absolute control or just some control, but in either event, you will ultimately have a bit more control over your time than when you work outside the home.

If the kids get sick, you can be there for them. If you get sick, you can take a day off and make up for it the next day. If you want to take a day off and run errands, or see a movie, you can do that. You ultimately control when the work gets done and as long as it gets done, you have a great deal of control over when and how. For people who like to work at night, working at home is ideal because they can work through the night and sleep late the next day.

There are many benefits to becoming a work at home mom. Consider what's important to you in life and then consider if working outside the home or inside the home is the best way to achieve those life goals.

## Are you ready to work from home

More and more women are choosing to stay home but still pursue a career. The old idea that women had to choose to be at home or away at work no longer applies. But if you currently work outside the home, you might wonder if you can take the plunge and become work from home.

Perhaps you have the business idea, or you have the acumen to start something new, but you just aren't sure that you can actually do it. How will you know when the time is right? There are a few things to consider.



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#### Can you afford it?

First, consider finances. Depending on what business you plan to work at home, it might take some time for you to make money in your new venture. Can you afford to live on your spouse's income only during that time?

To determine if you can afford your venture, first do a budget and figure out what your base living expenses are each month. Does one income cover that expense? If not, do you have enough in savings to cover the difference if need be for the first few months of your WAHM business?

If one salary isn't enough to cover the expenses, do you have savings that you can pull from if necessary? If not, consider working a few more months while putting as much as possible in the bank.

Before you take the plunge, also consider what kinds of start-up expenses there will be for your business. Can you afford to make that investment? Remember that some start-up expenses are tax-deductible, but you still have to be able to make the purchases and investments now.

## Can you handle it?

Working at home is often harder that it might appear initially. While the idea of working at home could hold some romance for you, the reality is that it's much harder for most people than they initially realize, especially when there are child rein the house.

So ask yourself if you will be able to find the time and quiet to effectively work at home. Think about the kind of job you'll be doing. If it requires phone work, consider that you need to have quiet in the house before you can do that work. If it requires computer time, is there a computer that you can use often for your work? Do you have a good area that you can claim as your workspace?

Once you have secured a spot and know what you're going to do, think about the family arrangement. If you have very young children who aren't even in preschool yet, do you have plans for how you will work around them? Do you have family who can help you or could you hire a babysitter? If you need to work full-time and your kids are in school, how will you handle your work time once they are home from school? How about holidays, days off and summer vacations?

#### Are you ready to make change?

Transitioning from being a mom who works outside the home to one who works at home can be tough. Or, if you've been at stay-athome mom, it can be difficult on your family, who must make the transition from seeing you as very accessible to them to being concerned with other matters.

Ask yourself these hard questions about transition. Are you ready to work at home? Can you handle the isolation? Do you think you can be a work at home mom and still see to your family's needs? Most moms decide to work at home because they want to be available to their children; if you plant your children in front of the television so you can work, you haven't necessarily succeeded in your mission.

If you've been thinking about work from home for some time, you likely know the answers to all of these questions already. Once you know that you're ready for the change, the transition can be fairly simple because your confidence will help provide a good result.



# How to organize your new home office

Organizing a home office can be difficult. Your work space might be shared with home space. The desk at which you work throughout the day could be the same desk at which you pay bills at in the evening.

That creates a particular problem for organizing your home business items. You might not give this much thought in the beginning, but there are many reasons why having an organized work space will benefit you. In addition, keeping your work items separate from your home items can help you at tax time.



Let's look at some ideas for organizing your at-home office.

First, consider where your home office is – or will be – located. If you are able to take over a room in the house, you are in good shape. Organizing will be simpler than those who share another space in the house, like the family room or master bedroom.

Either way, consider the unique challenges that your space poses. Where you can you file your papers and other items that need to be organized? Do you have a space for your notebooks or manuals that you might need? If you sell items, do you have space to store your samples and display materials?

Next, purchase just enough organizing materials that will help you get the job done. We say "just enough" because many of us can go crazy buying organizational helpers. Things like files and boxes and

white boards can send us into a purchasing frenzy. We go crazy. But if you buy too much, you can overwhelm yourself and create a situation that's ultimately contrary to creating a solid and useful workspace.

Try to get yourself organized before you begin working. If you are setting up that home office, you will thank yourself over and over again for taking time to organize things before you actually began working. This creates a seamless transition into working at home.

All of this organizing can be made more difficult if you share your space with the rest of your family. If you work in the family room, for example, you will not only need to make sure your items are kept separate from the rest of the family's items, but that they are somewhat decorative. You won't have the luck to have an office to make a mess out of. You'll want your space to be clean because you and your family as well as guests will see the space.

Finally, as you think about organizing your work space, consider exactly what you need the office space to do. If you sell cooking items, you'll need an area to store your samples (or perhaps those could be stored elsewhere) as well as files for customer information and catalogs. If you run an in-bound calling business, you really only need a place for your headset and phone and perhaps a notebook and pens. You might also need files for your paperwork.



In the end, you want your home workspace to work well for you but without doing more than it needs to do. If you waste time making the space do more than you need it to, you are committing yourself to a larger investment of new business money, and you're taking more of your home space than you need to. While working at home is ideal for many people, most home businesses will naturally encroach somewhat into the family space. Your goal is to keep your items organized and to create a good working environment but without forgetting that your home is first priority.

# **Examine your skills**

As you think about the myriad of work-at-home opportunities, you could be overlooking one important thing – you have skills that you can turn into a career. Although it's easy and sometimes tempting to sign up with a company or to begin selling a product, there are many skills that each of us bring to the table that can help us to create our own successful at-home enterprises.

Before you settle on a work-at-home job, carefully examine your skill set and determine if you can make a solid at-home work opportunity out of your skills. Though there is no harm in joining an already successful company, many moms are more interested in starting their own businesses. If you are that kind of mom, consider your skills first so you choose the right at-home business for you.

### **Money**

Have you ever worked as a cashier? What skills did that require? If you had to reconcile your cash drawer, you have some experience with bookkeeping. You also likely have some customer service skills. Many women work at home as bookkeepers or as assistants to accountants.

#### Office skills

If you have ever worked in an office, you might have a long list of beneficial qualities that would help in an at-home job. These include phone skills, customer service skills, software experience and perhaps even some marketing or public relations skills.



Office skills and experience (as well as any training you might also have) can be used in a variety of ways with at-home jobs. Many moms work at home as virtual assistants, for example, which require customer service skills, software experience and basic office training.

Other moms with office skills can work at home for a local business. To save money, local businesses are more likely these days to hire people to work from home to handle calls, mail and basic clerical duties.

#### **Technical skills**

Those who have worked in graphic design and website design are perfectly positioned to take advantage of the work-at-home job market. That is, you can easily turn your graphic design and website design skills into an at-home business. Your services will likely cost another business less than using an in-house designer and if you provide the same – or better – quality, you can create a niche for yourself that others might not be able to easily fill.

Other technical skills that might be useful for at-home businesses include computer repair, specific software application training and other skills that you might have learned in a previous job, in college, or that you took specific classes for.

#### **Entertainment**

Many moms have had success turning their entertainment skills into an at-home business. Your ability to put on a beautiful party can be turned into a business that puts on tea party birthdays for young girls. Or you might start a catering business from home. Or you could become a personal chef. Some moms start successful home businesses that are borne out of their theater or singing experience.

The key to turning your skills and experience into a successful home business is to be honest about your skills. Know what you can do and what you are weak at. Perhaps you know that you can run a lucrative web design business, but you can't handle money. Maybe you can hire another WAHM to do your bookkeeping for you. In that way you help yourself and another mom at the same time.

Make a list of the skills you have and those you might like to acquire and from that list, create some ideas for your at-home business. You might be surprised how much you bring to the athome business table.



# Find your passion, find your Home based job

If you have ever heard the expression, "do what you love and the money will follow" then you understand the basic concept of finding a passion for your WAHM business. You might spend a good deal of time working your WAHM business, so it's important that it's something you feel passionate about.

Think about the things in life that bring you great joy. Is it your kids? Your crafting? Your cooking? What do you enjoy doing the most? When you get a small pocket of time that's not scheduled with other activities, what do you choose to do?

Also think about the things you enjoyed doing before you were a mom. The things you did on the weekends when you had time. What did you do? What brings you joy? You might even mentally wander back to the first job you had when you were truly happy.

Your answers to the questions give you a sense of what your passions are. Then think about how you can turn these in WAHM businesses.

## Turn that passion into a business

If you are an excellent cook, you might turn your passion for cooking into a personal chef business, a catering business, a business that supplies muffins and treats for offices, or even a menu planner (where you provide other moms with pre-planned menus that they simply follow each week when cooking for their own families).

Let's say you adore children, yours and others. You can't get enough of them and enjoy each moment you spend with children. It's not your desire to "get away" from them to work, but to include them as much as possible. In that case, your WAHM business might center on children in some fashion. You might tutor kids, or open a home daycare.

If you are a crafter, you can turn that passion into a business of many different sorts. You might make your crafts and sell them at craft shows, or on Etsy.com or even on eBay. Some women have trunk shows in their home where they sell their wares. This works especially well if you are selling fashion accessories or jewelry that you make.

You might think about the things you like doing and realize that those things don't translate well into a business. What then? Then it's time to reexamine the things you like to do. That is, you might find that your passions do lend themselves well to a WAHM business.

Are you passionate about watching television? If so, you can turn that passion into a blog that might get a good number of readers. You might find a job reviewing your favorite shows for a funny or irreverent site.

There are sites that pay for book reviews; if you are a passionate reader, you might write book reviews that net you some pay. You can also set up a blog that is written for passionate bloggers. Learn how to market it and you could have a nice little income for yourself from that blog.

If you are passionate about fitness, you might find a WAHM job as a personal trainer, providing you have adequate equipment and space at your home. You might also find a niche for yourself as a personal fitness motivator, providing customers with detailed and customized fitness plans and motivation.

Finding a business that is rooted in your passion isn't hard once you examine your basic skill sets and combine that with your passion. You're sure to do well when you start with the things you love doing.



This Little Secret Helped
The Couple To Buy Their
Dream House Paid Fully In
Cash Without Working
Extra Hours!



# Some Work At Home jobs

You might be interested in working at home but concerned that you will have to sell stuff. It maybe seems to you that moms who work at home sell stuff. They sell Avon, or cooking supplies, or homemade baby blankets. Whatever it is, it's selling and you want no part of it. Can you work at home without selling stuff?

The answer is both yes and no. That is, while you can work at home without blatantly selling items like skincare and cooking utensils and baby blankets, you will always be selling something – yourself, your services, your skills.

So let's look at some options for non-selling at-home jobs and discuss what you do have to sell, like it or not.

#### Website design

Many moms with some skill at website design have traded in the office job for the comfort of working at home and designing websites. If you have even an inkling of skill at this (or very good software that can do a lot of it for you) you can create nice looking websites for clients.

## Writing

Online writing is fast becoming a WAHM job that's overtaking many others. You can write articles for clients or you can write articles and then market them to potential customers. You can write for revenue-share sites and you can write eBooks and then sell them.

### **Daycare**

Many moms open daycare centers so they can be at home with their children but still provide a second income for their family. This works well for many moms because they can provide that second income all while also providing playmates for their own kids.

### **Inbound calling**

One popular job for WAHMs is inbound calling. In this business, you

take calls from people making orders from infomercials or shopping networks, or even take pizza orders. You might also perform basic customer service tasks.

#### **Bookkeeping**

If you have ever worked as a bookkeeper or in some similar capacity, you can work at home as a bookkeeper, keeping the books for local businesses and perhaps even online businesses. This is an ideal position for the mom who wants to make a nice income at home but who wants to work exclusively at home.

#### **Tutor**

Many former teachers are discovering the earning potential of being an online tutor. In this capacity, they tutor students who are having problems in a particular subject area. Most of the work is done exclusively online, reducing the need to travel to work or see clients in the home.



#### **Importance of Marketing**

All of these jobs we talk about above require a certain level of marketing. You must market yourself in order to make yourself desirable to clients. That means you are selling something – yourself. If you are so uncomfortable with the concept of selling anything that you don't think you can even sell yourself and your services, then working at home might not be ideal for you unless you are employed and simply work at home for your employer.

But if you decide to work at home in your own business, you must learn to market yourself. You must learn and accept that you have to market, or sell, yourself to make yourself appealing to clients. That's simply part of the game.

Having said that, though, it's not the same to market yourself and sell your services as it is to sell clothing or skincare products. If you want to get away from the direct selling that those types of jobs might require, you can do many other things at home that only require you to sell yourself and your services.