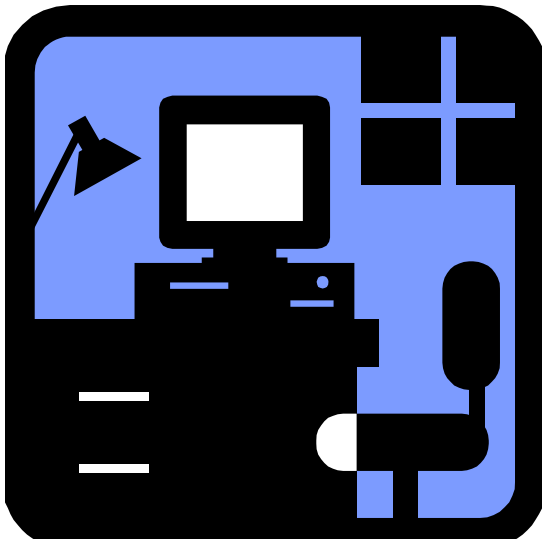
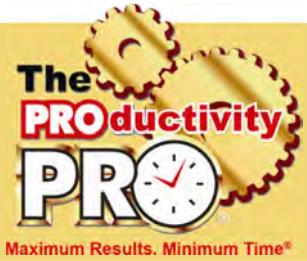


# TELECOMMUTING SUCCESS

## Working Productively from Home



### PROGRAM DESCRIPTION

You get out of bed, walk down the hall, switch on the computer, and begin working. You soon discover that it's not easy working at home! Working from home can either be a blessing or a curse. Whether you're working full time from home or just one day a week (so you can actually get some work done), there are ways to make it as productive as possible. Learn from a veteran small business owner, who has worked from home for over 20 years. Laura Stack will provide solutions for the difficulties that are frequently encountered in a home office arrangement, such as space design, distractions, procrastination, isolation, boundaries with family, professional image, and corporate visibility.

### COURSE OBJECTIVES

» Discover if your personality is well-suited for working from home.	» Establish rules and routines for telecommuting successfully.
» Create proper boundaries with your family and friends.	» Overcome isolation and other challenges of working alone.
» Stay “in the loop” with the office and co-workers.	» Preserve your professional image and maintain visibility.
» Design your office for optimal productivity	» Set boundaries with family and friends.
» Set up effective organizational systems	» Avoid burnout and the “do-it-all” syndrome.
» Solve common time management problems, such as distractions and procrastination.	» Set clear and measurable objectives with your