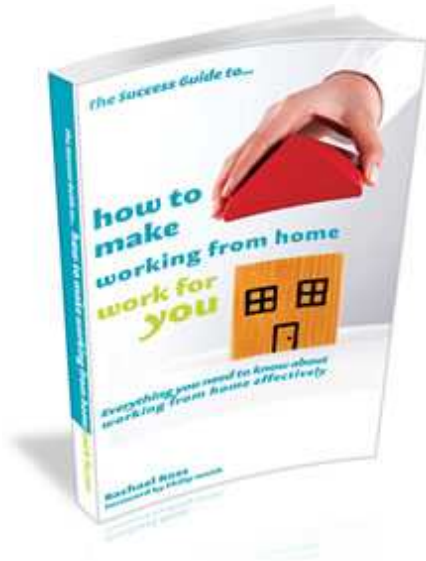


Breakdown of Chapters



Foreword: by Philip Smith, Editor www.homebusinessnetwork.co.uk

Chapter 1: Working from home...does it work?

Does it suit everyone?
Benefits and drawbacks
Why do you want to work from home?
The different home working sectors
More points to consider
The lessons you have learned

Chapter 2: The Home Office

Plan your space
Office supplies you need
Health and Safety
Technology
The lessons you have learned

Chapter 3: Effective Storage

De-clutter the office space
Paperwork storage

The desk area
Personal Paperwork
Back up computer
The lessons you have learned

Chapter 4: Frame of Mind

The ability to shift from 'hone mode' to 'work mode'
The lessons you have learned

Chapter 5: Productive Habits

Effective goals
Administration habits
Your organising approach
Filing and paperwork
Systems
The lessons you have learned

Chapter 6: Managing your Time

Schedule
Priorities
Routine
Peak work time
Say No
Keep focused on tasks
The lessons you have learned

Chapter 7: Finding that Balance

Work/life balance schedule
Have the family on board
Get away from your desk
Socialise
Exercise
The lessons you have learned

Chapter 8: Managing Isolation

Avoid isolation by remembering these things....
Be connected online
Include offline face to face communication.
The lessons you have learned