



Where
people and **businesses**
come to **take off!**



TOP TIPS AND MINI TOOLKIT FOR WORKING AT HOME

LaunchPad Associates Limited also trading
as LaunchPad HR

WORKING FROM HOME

Beverly Sherratt
www.launchpadassociates.co.uk

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Top Tips for Working at Home

There are certain skills required when you work from home – self-control and discipline being at the top of my list on a daily basis!

If you are a home-worker, freelancer or remote worker you will be well aware of the positives and negatives that are attached to completing your working tasks at home.

Here are some Top Tips to get you motivated to become a thriving business, or simply clear your 'to-do' list.

- Find your office or workspace. Whether you have a desk-based role, a craft or art studio, or workshop, make that your space. Treat it like a place of work. Set it up in accordance with a formal place of work, observe, health & safety, create the working environment relevant to your career, and avoid clutter. When people are in the house shut the door. Create a work boundary, so it's clear you are at work.



- Be strong and focused. Make sure those around you, family, or friends, understand that just because you work from home doesn't mean you're not working. Would your best friend come and sit next to you at an employers' workplace? You don't need distractions.
- Be disciplined and avoid distractions. Would you pop home to wash the car, put the washer on, or watch daytime TV? Schedule breaks. Keep to your working hours. Don't let home-working spill over into family or social time.
- Plan in your flexibility as part of your routine discipline.
- Have a separate telephone line or work mobile and don't answer your home line. Distractions can impact perceptions of your professionalism if they become apparent to the client / customer.
- Set your working hours. Even schedule break times and stick to them. This helps you focus on deadlines and manage work – life separation.



- ☞ Dress for success! Dress for work. If you'd wear make-up put it on. Put your shoes on, after all you wouldn't go to work in your socks or slippers would you. It's amazing the impact your attire has on your mindset.
- ☞ Create a Network. It can be lonely working from home. Tap into networks of either like-minded home workers or self-employed people, or within your professional sector. If networks don't exist why not create one. We are social beings, most of us are stimulated by others, sharing ideas, and discussing problems or issues. A lot of people either don't become self-employed or return to employment by virtue of isolation. There are lots of networks around, check them out, look at twitter, Facebook, or Linked In groups too.
- ☞ Get a virtual address. This helps with marketing as you don't need to put your home address on everything. This gives you security and separation from work.
- ☞ Celebrate success as you would if you were part of a larger team. Tell your networking community, Facebook or Twitter Groups. People will love to share in your success and will probably be spurred on themselves.



Checklist for Home Working

Office Space / Work Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PC or Laptop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Desk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comfy Chair (Posture Correct!)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Footrest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Bin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shredder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Specific Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Noticeboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ideas Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stationary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Telephone Line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Virtual Business Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personalise the Workspace / Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calendar	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wall Planner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Order Book / Accounts System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomic Workstation Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Testing in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refreshments Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scheduled Breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch Arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Time-off Scheduler

	Annual Leave	Bank Holidays	School Holidays	Private Appointments
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				



Weekly Planner

	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 – 09:00					
09:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
13:00 – 14:00					
14:00 – 15:00					
15:00 – 16:00					
16:00 – 17:00					
17:00 – 18:00					
Evening Work					

Example Work Areas

Client Work

Project Work

Planning

Admin

Accounts

Marketing

Social Media

Blogs

Business Strategy

Networking

Learning

Breaks



Social Media Planner

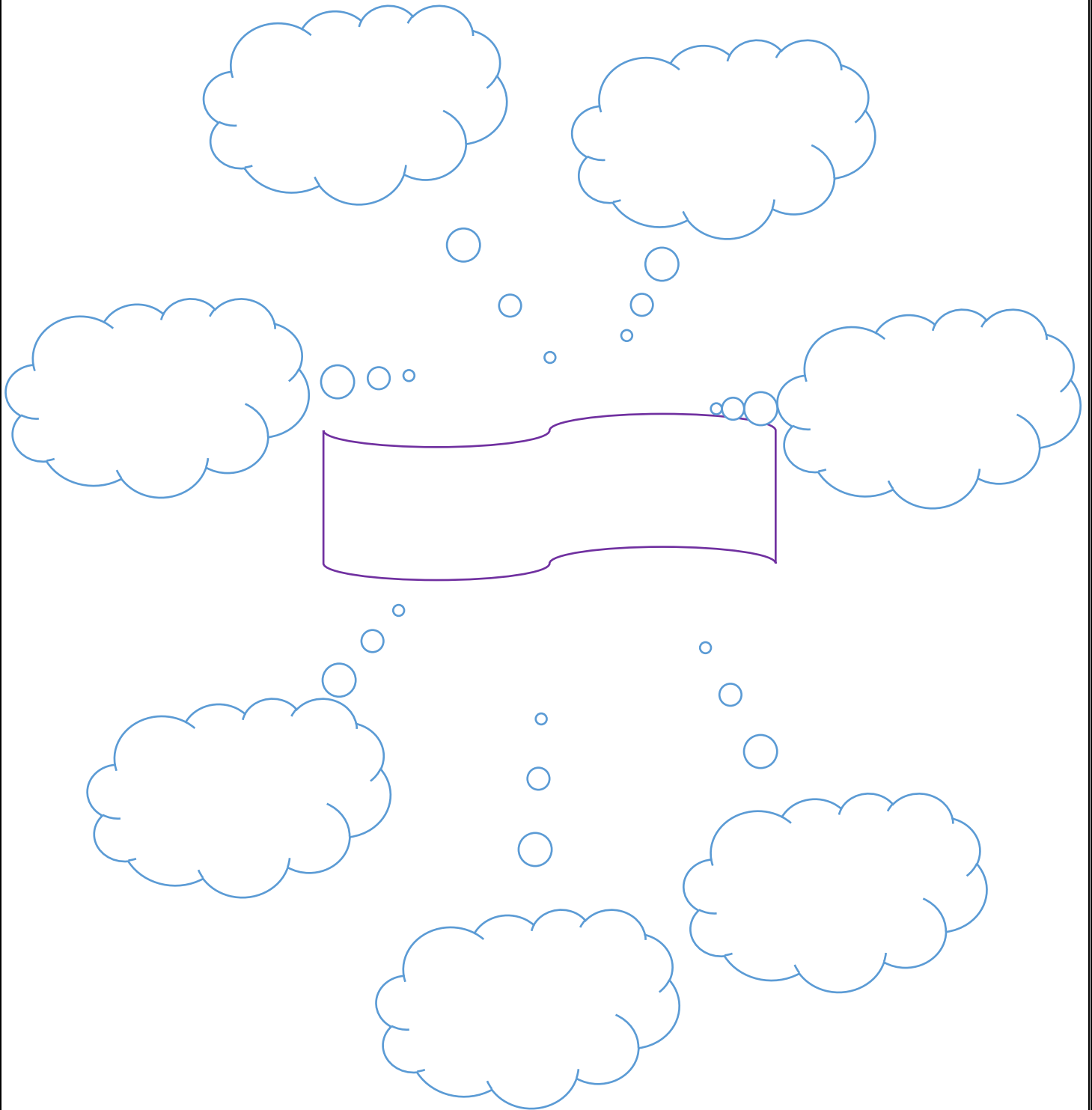
	Monday	Tuesday	Wednesday	Thursday	Friday
08:00 – 09:00					
09:00 – 10:00					
10:00 – 11:00					
11:00 – 12:00					
13:00 – 14:00					
14:00 – 15:00					
15:00 – 16:00					
16:00 – 17:00					
17:00 – 18:00					
Evening Posts					
Weekend Posts					

Examples

Twitter Facebook Instagram
 LinkedIn Blogs Pinterest
 TlckTock Webinars SnapChat



Top Business / Project Ideas





LaunchPad Associates Limited
Mile House
Bridge End
Chester le Street
DH3 3RA

LinkedIn - LaunchPadAssociates

Twitter - @LaunchPadHR

Facebook - LaunchPadAssociates

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