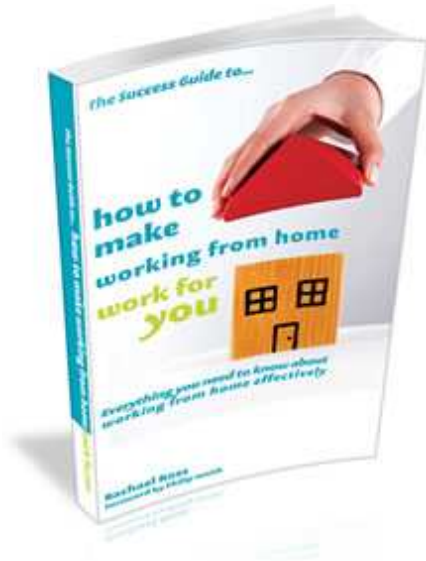


# Breakdown of Chapters



Foreword: by Philip Smith, Editor [www.homebusinessnetwork.co.uk](http://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