

# Work from Home The Ultimate Guide



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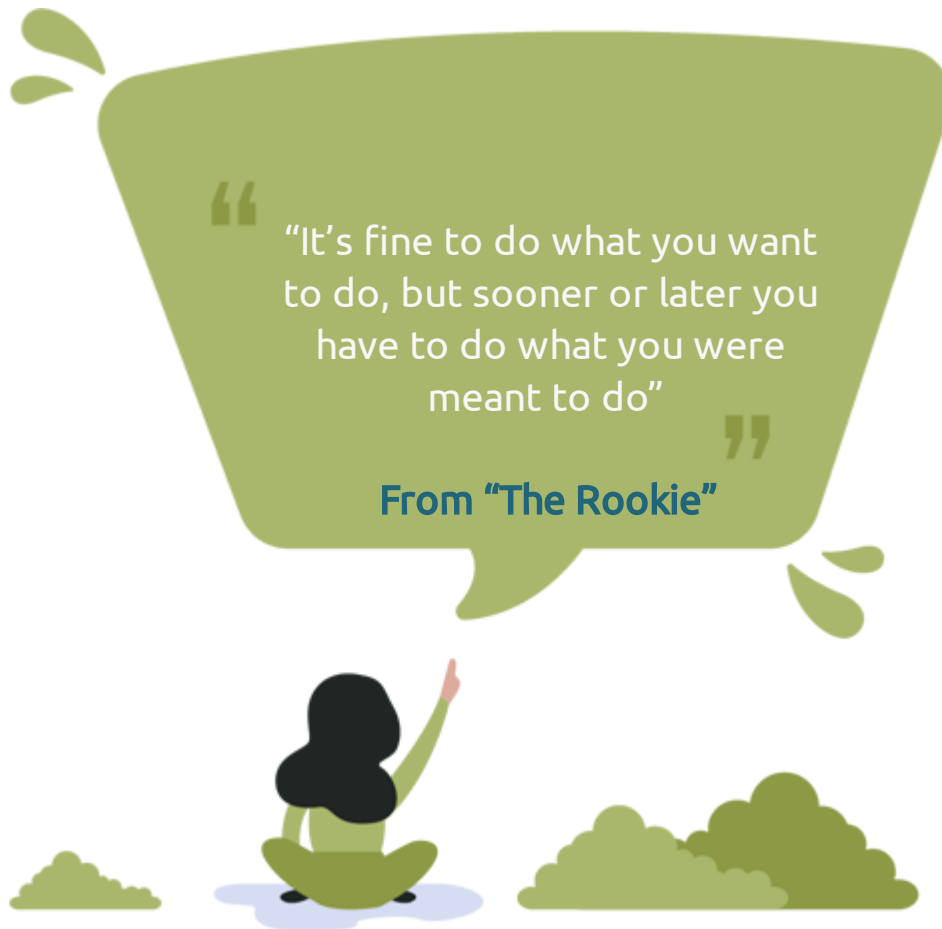


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# Introduction



For the past few months, we have witnessed history happening right before our very eyes. We got to see how vulnerable we could be as creations, as a generation, and as individuals. For a lot of people, all there is to ask is probably, "What more can be worse than this fate?"

But I know you are different. That is perhaps the reason why you are reading this in the first place— so you can make use of the current problem to thrive and still earn your keep despite the circumstances. And so you could gain bits of wisdom every step of the way.




There is one thing you may have overlooked, though. Something you will only appreciate if you have truly valued your own process.

It's this: no matter how awful things have turned out for you this year, there could still be actual individuals whom, if we compare our struggle with, our own process had still been gentle and gradual. That may seem hard to believe but there are actually people whose home did not merely serve as a place of protection, but also as a place of total isolation.

Let me tell you a little story. Before COVID-19 became a global pandemic (i.e. a serious global threat), Big Brother Canada premiered with its new season. As what you probably already know, Big Brother is a T.V reality show that puts together people of different backgrounds to live in the same house and get isolated from the outside world for months.





When COVID-19 became a big news, the housemates had no clue on what was happening with the world.


They had zero idea that countries were put into lockdown, that most airplanes were no longer flying along the sky, that very few ships remained sailing, and that there are actually people who get infected and die on an exponential basis every single day.


## **One day, they were told that Big Brother Canada will stop its production.**

All of sudden, the safe little bubble they have been confined in— which they thought would change their lives for the better— began to burst right before their very eyes to shock them with the reality that everyone else in the world already had the luxury to deal with for quite some time.

The Big Brother house was supposed to be a little challenge for a fairytale life that awaits if they won the prize. Ironically, it turned out to be the little fairytale life which hid them from a horrifying monster they would eventually have to face— whether they were prepared, or not.

This is the same monster which you— on the other hand— have slowly gotten used to. It may still hurt to hear of people dying in great numbers; to see everyone's smiles hidden behind facemasks; to lose the money which you saved for a little dream, but you learned how to live by as it already became an everyday thing. You were there to witness it happen from day one.





And most importantly, you are given access to all the information you need to understand the problem, and to help yourself make each day matter despite the circumstances.

In this new system of the world that we are all trying to adapt to, perhaps you can already see some of your acquaintances thriving, making use of the problem to give life a total shift for the better; and maximizing their productivity while being inside the comfort (and distractions) of their homes.


## “So how do I become like them?”

There may be tips and tricks at best, but what works well for others may not work at all for you. Productivity this pandemic does not immediately start with the answer to the question how do I work effectively from home with everything going on? Rather, it starts by asking yourself one of the most important thing:

### **WHY?**

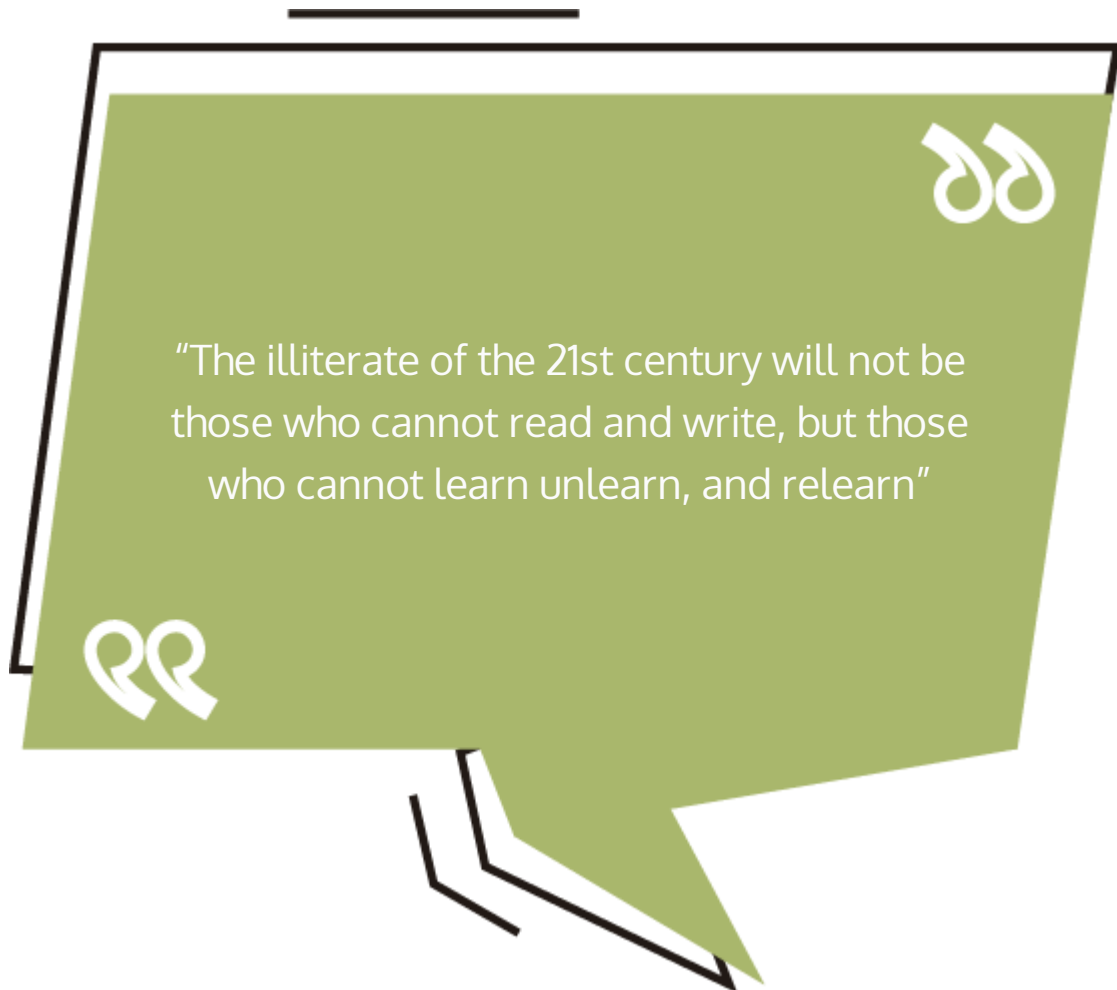
**Tie everything to your purpose.**

It always makes a whole lot of difference if you redirect your question from something that might be of benefit, to something that actually matters. Because one of these days, whether you like it or not, you are going to lose motivation. You are going to want to give up. You are going to get tired and you are going to be affected by both external and internal forces that will hinder your process.



Then, and only then should you start asking about the how; after you have something to anchor everything on. After you get to know your true purpose and reason.

Already have a big reason to motivate you along the way? Then let's get on with the process. And get ready because what you are about to read is your first step to something that could change your life— forever!



“The illiterate of the 21st century will not be those who cannot read and write, but those who cannot learn unlearn, and relearn”

**Alvin Toffler**



## Chapter 1

# How Exactly Do You Begin?

**You will do it.**

**You will do it.**

**You will do it.**





They say that one of the keys to hypnotizing a person is to constantly repeat to them what you want them to do or to believe. You want them to fall to sleep? Repeat to them that they are sleepy. Repetition is like a microchip that hypnotists implant in a person's subconscious to get him to agree to anything.

*I know, I know. Why are we suddenly talking about hypnosis when all you ever want is a full knowledge on how to work from home?*



In order to influence yourself, you simply have to hypnotize yourself. And in order to hypnotize yourself, you have to know that one thing that you really want to achieve. Be clear with what you want. And plant that goal into the trance of your subconscious.






# Knowing What You Want

There are tons of reasons why you may decide to work from home. It could be that you want to solve location-related problems like those of time, expenses and the hassle of commuting; and simply try to earn as much income while working indoors. It could be that you want to develop a sense of independence by learning things at your own pace and not relying on other people's ideas and orders. It could be that you just want to ensure your family's safety during this pandemic by minimizing your time outdoors as much as possible.

Whatever that is, keep on repeating your reasons to yourself. It doesn't matter if they begin sounding like a broken record inside your head, or if you have painted it as a mantra on the entirety of your room's wall. You need something to look forward to— so much that it becomes a part of you.

When both your objectives and your reasons become hardwired in your brain, you will begin learning to program yourself into doing all the work it may take to achieve, and experience them. It is like going on adventure. When you know your destination, every step becomes a progress, making the entire journey a lot more interesting to take.





# Mastering a Good Mindset

When you are sure of what your goal is, and of why you have to achieve it, the next best thing to do is to improve your mindset. Working from home will require a lot of adjustments and discipline. Without an improved habit and routine, chances are your goals will be as good as dreams.





# “One day, or day one? You decide.”

Our brains' capacity for improvement makes it possible to change old habits a more productive mindset. Now, ask yourself: do the current thoughts that you have promise a path towards being the person you want to become? Are they the kinds of thoughts that will lead you into achieving your goal? Will they be your aid while being productive in working alone and at home?

If your answer is yes, then congratulations as you are already successful with the first step. But if your answer is no, here are some ways to redirect your thought process from something useless and unproductive, to something beneficial and meaningful:

## 01: Let Bygones be Bygones

There will be a lot of things that will pull you back. Your own failures may tell you you're not fit for it and you just don't have it in you. Your bad experiences may whisper fearful, unwanted thoughts. Perhaps your issues with someone may interrupt your productivity and invade your mind right when you need it to work properly.

But the difference between what happened then and what happens now is that the now can be changed. So let go. Be obsessed with everything that should matter now and don't let the opportunity be stolen by things that are beyond your control.





## 02: Recognize negativity when you feel it

This may sound counter-intuitive but this is extremely important. As you begin to work independently, one of your biggest enemies could be your own blind optimism. When you get disturbed by negativity, do not push it off with a fake smile and carry on with your task as if nothing is wrong.

Acknowledge the fact that something could go wrong and it's not always going to be happy keyboards and overflowing cash. In fact, most of the time, it could be the opposite. And the worst thing you can do to your soul is make it believe a lie.

There is a difference between dwelling on negativity and identifying negativity. In the first place, you cannot get rid of something you don't even recognize. Get to know the bad stuff so you can understand what you are dealing with, and eventually master your way into conquering the problem.

## 03: Break down your big goals into achievable sub-goals

My friend, you are not superman. You are you— human, imperfect, procrastinating and easily distracted. And that's ok; because Superman got afraid of the pandemic and flew to a different planet. You know what I mean?

You don't have any superhuman competition here. The most successful people out there have gone through the same slump you may later experience. But they still deliver. They still achieve their goals. They still get rich.





## Right?


Here's the million dollar secret: Break big works into chunks. That's actually all there is to it. Set a limit to yourself, with the extent of your own capacity. The more you push yourself to the brink, the uglier your results will be; because nobody works well beyond his own limits.

This doesn't mean that you will slack off, obviously. In fact, it means you value the effort you can actually put into something, so you can give it your best shot every time without burnouts. Of course, there will be days when you will need to rush for deadlines and work extra harder than usual. But breaking your works into chunks will decrease this possibility and benefit both yourself, and your task.

## Isn't it worth a try?

They say the time it takes to master a habit is between 14-21 days. Meaning, following the above list every single day for the next three weeks will already help you develop a new mindset. Visualize yourself becoming that mentally healthy person who is ready to work on your own and practice every single day. It wouldn't take more than a month. You can do this!

**"don't choose the quaffle  
if you see the snithc"**



## Chapter 2

# No More Doubts: Debunking Work-from-Home Myths


Live as if you were to die tomorrow. Learn as if you were to live forever

**“Mahatma Gandhi”**



The next thing you have to do after establishing a better mindset is to get rid of the last bit of doubt and worry that you have inside. Easier said than done, I know. But this is actually your chance to make use of your very nature as a human.






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One of the most magnificent things about our existence is the fact that we— by nature— are complex and conflicted creatures. We are always torn between fear and desire, and most of the time, we tend to choose what we think would make us satisfied while steering clear of that thing that we are afraid of.

But you can't always have it both. Eventually, you will have to decide— either to conquer your own anxiety and hesitations to finally achieve satisfaction, or to forget reaching your goals just to run away from our fear.

## **Now ask yourself: What makes you hesitant about working from home? Is there something about it that scares you?**

Believe it or not, most of these fears are only rooted on misconceptions. The more you understand what working from home is really all about, the more you realize that it is not as bad as how other people make it seem. And so to reap the benefits of working from home as soon as possible, let's get rid of the misconceptions, shall we?




# What working from Home is Not



## Myth 1: Working from Home will Slack You Off

Boris Johnson— a former Mayor of London— once said that all there is in remote working is thinking about that cheese in the refrigerator instead of focusing your attention to upcoming emails. That is one of the major fears of a lot of organizations who are sending off their employees to work away from the office and into the comfort of their bedrooms.



They are afraid that being in a more relaxed environment away from the pressure of offices will lessen the productivity of their team.


This might be your fear, too. But this is NOT TRUE! Productivity differs for each individual, and you cannot really discover how good you could actually get in being your own leader if you are not given an opportunity to do things on your own.

This is an opportunity that even organizations should not take for granted. Because for most employees, being in a more relaxed setup is exactly what they need to focus and to maximize their skills.

## **Myth 2: It will be bad for a the worker's self-esteem**

There is this irritating fallacy that just because workers no longer get the chance to have a personal interaction, they tend to lose their motivation, their grit, and event their own confidence in accomplishing the task!

It could be true that you will miss old acquaintances and their presence beside you; but for a lot of people, that personal need for a good company has nothing to do with the way they approach a task that requires to be done in isolation.





Reports show that remote workers say that their stress was reduced by a significant level when they started to work away from the office because they were saved from the trouble of travelling to work every single day; and dealing with toxic co-workers.


**Besides, there are still a lot of ways to get in touch. Thanks to 21st century technology!**



### **Myth 3: Working from Home is Only an Avenue of Underpaid Millennials**

Some time ago, most people strongly believed that remote working is only for the tech savvy who had no guts to apply for a real job. But the pandemic is beginning to change our perception. We see almost everyone trying to make the most out of the little technology knowledge that they have just to earn income amidst the quarantine and the crisis. And for those who do their best, it works.





According to Global Workplace Analytics, the average age of a remote worker is 45, and their average annual income is \$58,000 a year. Not very young, is it?


## And not very underpaid, are they?

Yes, just like any outdoor job, it has its range of income levels and its own share of low paying jobs, but your industry and your experience will later change that for good. There is a bigger remote working world out there than you may have thought, and you need to explore it to make the most out of it.

# Work from Home Truth

**Truth 1: It is a chance to experience turning any random corner into a workplace.**

This is one of the really fun parts of working at home. You can choose to hide in your room, you can choose to do your thing under a tree, or if you are especially good at multitasking, you can work while feeding your chickens at the backyard. Wherever makes it more convenient both for your work and your own personal tasks— can be your workplace!






You do not have to get stuck in the stuffy, draining corners of your office room. You can earn money in the place where your heart truly belongs. That alone is a major productivity plus!

## **Truth 2: Working at home will boost your productivity.**

Talking about productivity and home in the same sentence may sound a bit off at first. However, there is something about working at home that will help us take action more than our old workplaces ever could; that is, if we do it right.





The things we learn working remotely are things we learn on our own. We don't depend on the ideas of our co-workers but instead, we try a lot harder to understand what we have to do and to strategize on how to achieve our goals.


**Not only will this foster independence, but it will also be our guide into learning how to take control of our lives.**


**Truth 3: It solves common work-related inconvenience that used to stress us out.**

Location- Whether you are waiting for a cab or using your own car, you are not immune to the struggle of being stuck in traffic or prepping yourself up until it takes a lot of your working time.

On the other hand, if you are working from home, the only distance you will worry about is the distance of your co-workers for meetings, but we both know that these days, Zoom, Skype, Facebook messenger, among all the others totally got you covered!

Expenses- Going to the workplace will either cost you bus or taxi fare, or will require you to pay for gas. There is also your appearance to worry about and so significant portion of your salary mostly goes to new shoes, new clothes and new accessories. You also head out with your co-workers for lunch and dinner and on a good day, you may even want to spend a lot of your money in the bar.





Schedule- Here you set your own limits and when things get so exhausting, you have all the freedom to say, "You know what? I'm done. I am going to recharge!"

You can manage it and take control for as much as you want. All that it will require is for you to get the job done, everything else is in your own hands,

## So don't hesitate.

The pandemic has already taken a lot from the world. Don't let it snatch your chance into making the most out of your life. Instead, try to manipulate the current situation into agreeing to what you want to happen.

It could be your big break happening right before your very eyes, but you will never know what awaits you without putting out the courage and the hard work it requires.

**Now go and proceed with a  
brave heart and cast all your  
fears aside!**





# Chapter 3


## The Key to Getting Ahead of the Game

“

Deeds in themselves are  
meaningless unless they're for  
some higher purpose  
**Artorius Castus,**  
**King Arthur (The Movie)**

”






From most stories that we read, there is always that odd feeling of satisfaction whenever those characters that we love turn out to be victorious after a long journey of struggle and agony. Somehow, they resonate with us and they can make us feel their struggle as though it is our own. However, despite all the values and realizations our favorite characters and stories may have given us, there is always the question that goes, “Why are things so different in real life?”

## But you know what? They're not.

There is always a secret to everything; especially in winning. There is always something that a person can acquire— whether he be fictional or not— that can change his life completely for the better.

Take Thomas Mallory's *Le Morte de Arthur*, for instance. We all know of the simple boy named Arthur who became a king and ruled over the entire Camelot. But if we look at it differently, something helped him achieve this. Arthur had been granted a tool— the Excalibur, which became his evidence that he has the potential and became an aid to his journey. Afterwards, he made use of his personal qualities and maximized them to really live up to the potential that Excalibur has promised.

Your entire life story may appear to be different from King Arthur's and would take a longer route than every temporary thing you are going through. But your journey towards your current goal is a story in its own.




Set in a year with a pandemic going on, along with other hurdles you have to take on, your current happy ending may take in the form of the earnings you get and the productivity you will develop as you start to work from home.

And like King Arthur, you can always get to where you intend to go, with the help of your own Excalibur— your own key to success. These tools will make it a lot easier for you to take control of what you plan to do and act on them as quickly as effectively as possible.

# The Setup

King Arthur was able to lift the Excalibur because it was meant to be in his hands. The weapon had always been his, to begin with. Now, it is your time to get ready for the battle, get your own weapons prepared and to choose what might have always been meant to be yours.





How? Start setting up your office space at home by learning to choose the equipment that will work best for you, and set up your working environment in a way that will help you become most comfortable in accomplishing your tasks. Let your tools and set up be personalized.


**Now to get you started, here are everything that you will need for your temporary office at home:**

## A desk

Any office setup, whether at home or not, always begins with a desk. Choose something that will not be bad for your posture, and something you can easily carry should you decide to work on a different spot for a change.

## An adjustable and comfortable chair

Unless you plan to squat or stand for hours while working, then you may want to try sitting on a chair. Kidding. But a good chair is always a great investment. The more relaxed you are while working, the more productive you become. Now, what better way to relax than on a soft, properly levelled and adjustable chair? A good chair you may want to check out is Staples Hyken Mesh Task Chair. For only \$230, you can own a chair that has everything you need for comfort. It is adjustable, durable, comfy, and supports your neck!





## A laptop


It could be really beneficial if you already own a personal computer as you work from home. Or if not, then you have all the freedom to acquire one. But having your own laptop which you can use wherever part of your home you would like to get the job done is an even bigger necessity.


Always remember that the amount of time you work in a day is almost exactly the same as the amount of time you will have to use your laptop. Multiply that to the number of days in a year and you get the amount of time you will put that computer into work for the next 12 months. Wouldn't it serve you well to look for a device that can assure you that it is up for the challenge?

There are a lot of great laptops in the market. But for this one, you may want to check out Acer Swift 3. This is perhaps the best among the affordable ones. For \$800, you can already own a device that works really fast and has core i7 8th-gen intel processor. It also has a great, high resolution screen with long battery life and a lot of different ports!

## Webcam

Your webcam will serve as your co-workers' eyes when they can't see you face to face. Make sure not to give them astigmatism or cataract. In fact, if you have the budget to make yourself look clear and presentable during online conferences and trainings, look for a webcam that has more features than a 1080 resolution. Although it is good, you can do a lot better.





One suggestion from New York Times that you may want to try is the Logitech C920S HD Pro Webcam. And guess what? You can even get this at a price lower price than similar cameras. For only \$70 dollars, you can get it with features like autofocus, light correction, perfect resolution and the ability to be put you in the right frame.

## You would like your co-workers to see the details when you wear jewelry, now won't you?


*A headset with microphone and noise cancellation*

*Headsets are so disposable, so why bother investing in a good one?*

For one, a headset is like the most important tool you can acquire after a Wi-Fi and a laptop. It is also going to be one of the most abused device you will ever own. You want your tool to be long standing, won't you? If your headphone is a human companion, you would want him to be resilient, patient and healthy.

That, will unfortunately is impossible if you choose to buy a measly \$50 headset. Also, you need the other features— the noise cancellation and the microphone— to work properly all the time as your headset give you the most high definition sound.

The choice is still yours but you will not get hold of the perfect headset unless you choose to invest in it.




## A good internet connection

I cannot stress this enough but you cannot proceed working from home without a good Wi-Fi connection. This pandemic has made us reliant to internet connections and it will keep you at the top of your game if you have a really fast and dependable internet speed. Not only will it erase any possible annoying (and even frustrating) downtimes and buffering, but it will ultimately increase your productivity given the amount of time you can save if you don't have to wait for anything while browsing.

# The Strategies





But the Excalibur was only a tool that King Arthur had to lift so he could begin his journey. It only proved his identity of being the rightful king. Whether or not he was an effective king was still up to him and to how he defended Camelot. His knights and the people may have trusted him, but whether or not they remain loyal will be a matter of how they think he handles the throne.

You may have the best devices out there, the most comfortable workspace, the fastest Wi-Fi speed and a webcam that showed an open pore hiding just below your nose. But it could still be highly possible that you will always end up frustrated, distracted and disappointed with yourself.

As you get into the battlefield, it is absolutely important to remember that you are more than your weapons. The things you buy to prepare yourself are only the things that you will use. How you will use them and how you do your job still depends on the set of skills that you have, on your attitude while approaching the task, and on your willpower to improve. It is all a matter of strategy— how you plan everything out so they could fall into their place

*Sounds like a big job? Well it is. But it is not something that you cannot learn. Below are some of the strategies you can bear in mind so you can make good use of your weapons, and ultimately win the war.*







## Treat your home office nothing less than a real one.

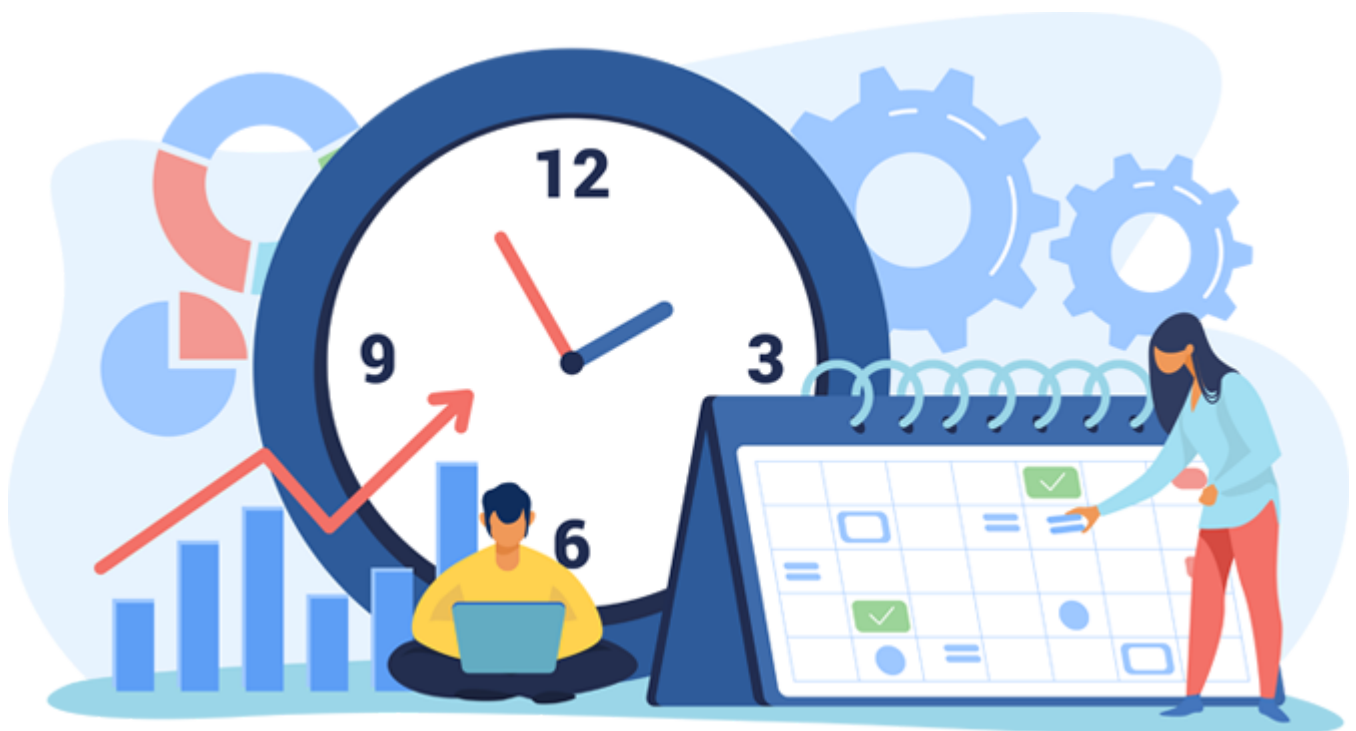
Not everyone may have the luxury to own a complete set of office equipment at their homes. The case may be the same to you, but that should not prevent you from considering your tiny space of a workplace as your real office at home. Even if it is just a laptop and a coffee mug on a little desk, it is your workstation.

Whenever you turn on that laptop, the time of work has begun and all other home related tasks can pause and wait outside your office door.

# Set a working schedule and hold on to it.

The trick to accomplishing any task always lies in setting up a timetable and sticking to it as much as you can. Reserve a certain timeframe within the day that you will only utilize for work and make sure everyone around you knows it. Follow your timetable firmly as though you really are going to work at your starting time.

Likewise, it is equally important to actually stop during quitting time even if you are still working on something. That way, you will be able to get used to your schedule and give it the worth it deserves. Also, don't forget to schedule some breaks. You don't just deserve it—you need it.





## Create a routine for starting and ending your day

Try what works best for you. If you are a morning person, then some ten-minute walk and a cup of coffee might be really good triggers for a productive day. Train your brain to associate something with work. This will help you develop a habit of sticking to schedule and valuing both work and family time.

## Keep a separate office phone number and communicate with colleagues

This is another key to maintain the boundaries between work and personal life. Always make sure that you have a separate mobile device for work. If that is heavy for the budget, then at least provide yourself with a separate phone number, a different email and professional social media accounts that you can use to keep in touch with your co-workers.

Also, never hesitate to ask questions if some things are being unclear to you. Know what you want and always seek clarity as this is both necessary for you to produce quality output, and for you to grow into a more independent worker.



# Discover your own rules

Some keys may be commonly useful to everyone but there will always be doors that only your own key can open. That is because you are a unique individual and you have your own set of potentials and capacity. That is because you are now your own boss and therefore you make your working rules.



Try to ask yourself questions that you think will help you strategize your way into success. Your experience will also be there to help you see what works well and what could be improved. You are on your own now, and you may look everywhere for assistance (and you should), but at the end of the day, this is your battlefield. You are the one holding your weapons; the key is in your palm. You are the one getting ready for the fight and you will be the one to make your own definition of winning.

# Chapter 4

## What's in it for YOU?



Perhaps you already have some idea on how you can benefit from remote working. But sometimes, in order to truly be enthusiastic about the amount of work you are about to put on something, you also need to get a clear view on how exactly it can change the quality of life that you have at the moment.

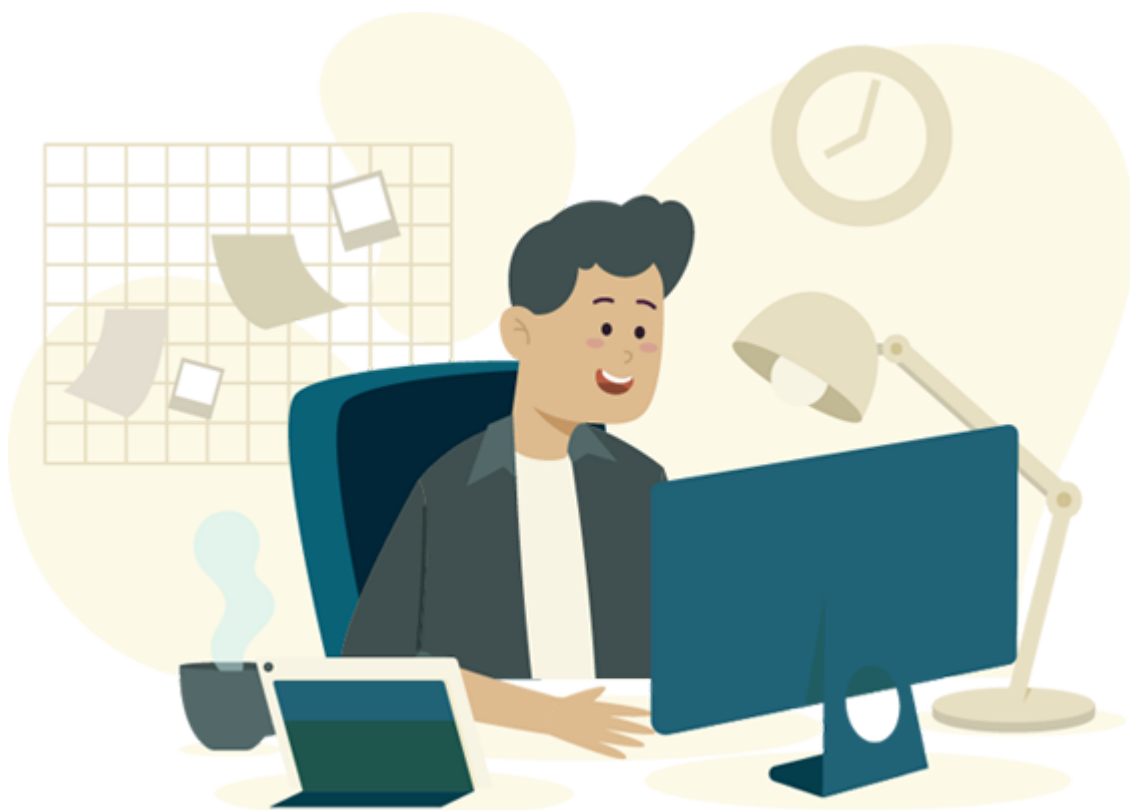
# So what are some really exciting stuff to look forward to in working from home?

## Surprisingly high earnings

No matter what industry you belong to— may it be finance, education, healthcare, entertainment, working from home could give you an increase in livelihood in a way that may even take you by surprise.

According to [www.salary.com](http://www.salary.com), a remote customer service representative can earn as much as \$30, 678 annually; a web writer has an average annual salary of \$48, 819; and a web content manager can earn up to \$84, 647!

These amounts are only an icing to the cake with all the perks of working from home, but doesn't it make the hustle totally worth it?





## No more irritating office gossip and drama.


Once upon a time, when you were still a hardworking office employee, life revolved around a draining routine. You drag your feet to the office expecting the same massive workloads to finish. You just badly want to get done with all of them as soon as you can. You set your mind to do everything quickly no matter how tiring they may get.

But as you entered your workplace, you were greeted by your co-workers talking about your boss behind her back. As if it was not enough, they even urged you to join the conversation and share your personal grievances.

You declined. You got yourself into an argument. You are now the CEO's little pet. From then on, every time you head over to work, you just feel those odd stares. Then it becomes harder to concentrate. Then your own productivity gets affected. Then you get depressed.

It is true that we are more than what other people think of us. But isn't it a lot better to be saved from the trouble of having to deal with toxic workmates? When we do our job at home, it gets a lot easier to not worry about other people's opinions.

When you are not being bothered by the culture of fitting in and getting other people's approval, it will be a lot easier to redirect your thoughts and bring them back in the real game (i.e. WORK).





## Getting to discover your own potentials

Now is the best opportunity to prove your doubters wrong— whoever they may be. It could be your previous boss, making you feel like you have never done anything right. It could be an old friend, laughing at you whenever you try to be serious and talk about your dreams. Or it could be your own self, always thinking that you will never be good enough, that you have reached the dead end and that you can never be as good as the others.

This is the time to shut those voices up as they try to keep you up at night. As you begin to learn things on your own, start embracing the ride and enjoy both the successes and the failures. The best thing about all of this is not all that you may acquire, but all that you could learn about yourself that you have never known before.




# Chapter 5

## Work from Home: Frequently Asked Questions

Sometime in your remote working experience, there will be moments when you wouldn't really know where to go from the spot you are standing on. The rest of the way gets blurry and all there is left is the confusion. If you fear that it could make success impossible, then tell you what: you are not alone.





*Everyone else gets so confused at certain point. But in order to turn their confusion into your benefit, check out this list of questions people commonly ask to get you armed with what you can expect for your work from home journey:*

## 01: How can I get more clients?

*Isn't this the Holy Grail we've always been looking for, Arthur?*

Whether you are a freelancer, an entrepreneur, an independent contractor or a remote employee, the best way to pitch clients is to hunt them down and sell yourself. Wait, wait before you react, what it means is in order to work for someone, you have to look for them and present your capabilities without hesitations. In order to accomplish this, you have to:

**A:** Build a portfolio that showcases your skills and accomplishments and can go well with your resume.

**B:** Reach out by sending emails to industries you want to work with. Send as many emails as you can and brace yourself for the series of heartbreaking rejections. Just one single yes among all the no's will be worth all the effort.

**C:** Try out job boards from sites like NODESK, WeWorkRemotely, Hey Marketers and Remote.co



## 02: What qualities are businesses looking for?

*If you want an effective relationship with your potential clients, here are some personal qualities and skills you may also want to enhance:*

**A:** Accountability- a good remote worker will thrive when he is given independence to do his task. He is reliable, delivers efficiently, and knows how to take responsibility when things don't work out well.

**B:** Communication- Excellent writing skills is especially important when there is little to no chance that a remote team can personally share ideas. Companies would look at how you structure your emails, your cover letters as well as how you handle interviews, among all their other requirements. Work on that communication skill and take it as you have won a third of the battle!





## 03: Is it really that hard to focus in a home office?

*Yes... and no. It is hard, given all the interruptions that you can find at home. One minute, you may want to just stop working and play with your dog. Another moment, you may be so enthusiastic with work, but your parents are not so enthusiastic about the fact that you will skip cooking lunch and washing the dishes for that deadline you are trying to beat.*

*But despite all of this, studies from flexjobs show that only 7% of employees would prefer office work if given the chance to choose a place of work where they could be more productive, and in fact, remote workers achieve more than office workers who are tasked with the same amount of job.*

That is because—as much as you may be distracted—you also own your schedule and can therefore manage it in a way that will work best for you.

So don't stress about the possible harms of future confusions that you may go through. Instead, find ways to seek clarity in order to address possible problems before they could even happen.

# Think about it.



# Conclusion

*"Life is a child playing around your feet, a tool you hold firmly in your grip, a bench you sit down upon in the evening, in your garden."*

Jean Anouile, *Antigone*

Picture yourself three years from now. Do you still see the same old you coming back to your previous office work and getting stuck in that stuffy office room and depending on others for opinions? Or can you imagine yourself getting so great at being your own boss? Do you see yourself working so hard and losing time for your personal life, or do you see yourself working while having fun?

The most blissful thing you can afford at a time when everything else had to be paid are your dreams; and your hard work. Utilize that good free stuff for your benefit and start taking control of situations that may not go as planned. You still have a long way to go, but each step is meant to be meaningful. You can do this. You are going to fall off, but I know you won't allow yourself to stay on the ground.

This crisis that the entire world have to face have already pushed a lot of us to the lowest we have ever been. But that's an opportunity right there, and it is only a matter of time before you are pushed to decide to take action and start rising again. So why not let that time be now?

Live by this new mantra from African-American writer, Alice Walker:

Expect nothing, live frugally on surprise."

## And go for it!





**Thank You!**

