How to work from home

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Whether you're a new parent, an empty nester or someone who just prefers to work from home, more and more people are finding that telecommuting can be the ideal

solution to avoiding a long commute and still having a productive workday. Working from home is becoming an increasingly popular choice for working adults, but how do you actually do it? Are there programs you can apply to at your job that will allow you to work from home? Do you need to find another job that lets you work from home? Working from home (or teleworking) is typically defined as a worker who performs their job duties primarily from their residence instead of at an office or other traditional workplace. There are many different ways to make this happen, and most workplaces these days offer some kind of telework policy. If not, there may be other opportunities for working remotely as part

Finding a job that allows remote work

If you want to work remotely, you'll first want to find a job that allows remote work. If you already have a job you like, you can try talking to your boss about the possibility of working remotely. If you're currently unemployed, you'll have to look for a job that allows remote work. A good place to start is with job search sites that have "telework" or "remote work" in the job search categories. When applying for jobs, make sure to emphasize that you're interested in remote work and have a good reason why.

Virtual Offices

If you choose to work from home, you'll need an area for your home office that is separate from the rest of your living space. The office should maintain professional decor and be a place where you can focus and get work done. You should also have a reliable internet connection with the appropriate speed to support all your online communication. Many businesses will actually contract with a virtual office space company, which gives them a local phone number and address, and often provides other services that make it look like they are operating in a traditional office setting. A virtual office will allow you to maintain a professional image while working from home.

Remote workers and teleconferencing

While working remotely, you may find yourself in meetings or on conference calls. If you don't have a video conferencing system at your home, you can use a teleconferencing

service like GoToMeeting, Zoom, or Cisco WebEx. These services can be used both from home and from an office setting.

Remote workers and telecommuting

If your work is flexible enough for you to be able to do it from home one or two days a week, you're probably doing telecommuting. Telecommuters usually have the same job as someone who works in an office, and they have the same job duties, but they do it from home. In many cases, there will be no difference — other than the commute — between working at home and working in an office.

Working from home and productivity

People worry that working from home will cause you to be less productive, but studies show that this isn't necessarily true. In fact, working from home could actually make you more productive. One study found that people who work from home get an extra hour and 15 minutes of work time every day. Teleworkers also have fewer sick days than people who work in an office. Working from home and being more productive can go hand-in-hand if you set yourself up for success.

Conclusion

Working from home can be a great option for anyone who wants to avoid a long commute and still be productive. If you want to work from home, you'll first want to find a job that allows remote work. Then, you'll need to find a way to set up your home office and make yourself as productive as you would be in an office setting.