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Top Tips on How to be Successful Working from Home

1. **Preparation** – Make sure you talk to your family, friends and neighbours and tell them what you are doing. You need their support.
2. **Practical stuff** – Make sure you have a dedicated office or workspace with a door that you can close or lock at the end of your day.
3. **Legal stuff** – Research all the insurance, business rates, health & safety you might need to put in place. If your business has grown recently check you are up-to-date with everything.
4. **Planning** – Make sure you have a business plan in place and re-visit it regularly. Then plan your year, month, week and day accordingly.
5. **Holidays & Time Out** – Put dates for your holidays on the year planner *first* and strike out days off too. Then stick to them!
6. **Time-management** – This is a big one! You need a system that works for you. There are lots of them out there and you need to do some research. Once you've mastered your system, you'll feel great!
7. **House-work** - Simple, either turn a blind eye till the evening or weekend, or be organized and keep on top of things with full help and support from your partner, children or a cleaner. Just remember being at home doesn't mean you are free to do the laundry etc.
8. **Vision** – How would you like your future to look? Be specific, where will you be, how big is your business, how many staff, turning over how much, what are your products or services like now, what has all this given you, etc. Write your vision down.
9. **Goal-setting** – Set some goals, really big ones to connect with your vision, medium term ones that are achievable in the next year, and short-term ones as stepping stones to get you there. Reward yourself on your achievements!
10. **Focus** – Stay focused on your vision, avoid distractions.
11. **Discipline** – You can do it! Stick to your plan.

12. **Motivation** – Find out what motivates you, put up images that inspire you, acknowledge you own values, reward yourself at every stage and remind yourself how lucky you are to be running your own business.
13. **Boundaries – O.K.** time to be tough! Learn to say ‘No’. Personal calls, interrupting children, friends knocking on the door all have to wait till the work is done. You can’t please others at the expense of your business.
14. **Children** – A good reason work from home. (See separate sheet for working at home with children).
15. **Health** – It’s really important to keep healthy; so eat well and regularly. Have fruit, nuts and vegetables as snacks, drink plenty of water and try to have soups and salads at lunch rather than bread, crisps, biscuits etc. Get outside at least once a day for a walk and some fresh air.
16. **Fitness** – The more you can increase your fitness levels the more energy you will have. This means you can be more productive and finish early! Then you can enjoy some ‘me time’!
17. **Personal Development** – My favourite thing of all. It is so important to you and your business growth. Invest in yourself by attending quality courses, reading and seeking inspiration.
18. **Networking** – Very important in many ways; it will get you out of the house, you will have a chance to meet like-minded people and most importantly it will help your business grow.
19. **Your Team** – build a support team around you, made up of people you like and trust. These are people other than your partner or family. They are other business people in your field, people who motivate you and people you can out-source work to.
20. **Laugh every day – lots!**

The most important thing to remember when working from home – you are not alone! Get out and meet others with whom you can share tips, get help and support, out-source work, make friends and of course get new clients. This is a growing community so enjoy the freedom this career choice has given you.

Aleptis – Developing Vision, Delivering Growth

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