

**DIGITAL**  HUMAN

SIMPLIFIED



# **Digital Human Simplified**

A Know-all Short Report  
On The Foundations of Working at Home

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# Introduction

It's easier than ever, in today's society, to work from home.

It's the easiest way to earn money without ever having to leave the house. This means no more having to deal with rush hour traffic, sitting in your car for one or more hours trying to get to and from work.

With a home business, you can become a successful entrepreneur if you put forth the time, effort and money. It's not easy, but it is achievable if you put your mind, heart and soul into it.

A new business – be it brick-and-mortar or online – needs plenty of money to get off the ground. Thankfully, banks and other financial institutions have begun offering loans for any type of home business.

However, being approved for a loan is going to depend on the kind of activity the money is being used for and the business plan you have laid out.

It's imperative to have a well-thought-out business plan, as it's known as the map of your business. It lays out the foundation of your business. How can you develop a strategic business plan for your at-home business?

The key factor to remember about developing your business plan is to lay it out in two groups:

- Business depiction (what is the business about).
- Financial strategy (what's your financial goals for the company).

## **A Look At Business Description**

This means the whole enchilada of your business – company title, things that will happen, how you'll promote yourself and your products/services, competition, insurance, future plans, client

description and so on. Basically, you develop a complete analysis of the company from head to toe.

## **A Look At Financial Strategy**

This means you detail the company's financial means and any borrowed funds application.

This application needs to be presented with the loan, which includes how much you've invested yourself, how much you'll earn every month, how much employees will be paid, your balance sheet, future plans and more.

In other words, it's a financial report for the bank to use and determine what kind of loan you need.

You can include other important documents with your strategic business plan such as business-like tax statements, private financial statements and your present financial standing.

This report will ask you to turn in tax statements payment receipts and any accounts that can clarify what your current financial standing is.

When turning in the borrowed funds application, the above information shows you're a loyal taxpayer and have access to a bank account that your monthly salary gets deposited into and that all transactions take place through.

The majority of people are under the mistaken impression that a strategic business plan should only be developed when you need a bank loan.

However, a strategic business plan is the foundation of any company and should be available the moment you get an idea for a business. It's the key premise of the business and its success via e-commerce.

With the right plan by your side, you can have a successful business. You'll know what steps to take to promote it and ensure its survival.

# **It's Even Easier Than People Think To Work From Home**

What's the best part about working from home? You don't have a boss to contend with. **YOU ARE THE BOSS!**

If you could work from home, why wouldn't you? You don't have to fight with rush hour traffic or find a babysitter for your kids. If letting the 9-to-5 life go is something you're interested in, and you have a great idea for a business, this may be the right time for you to go ahead and do it.

One of the most rapidly growing work-at-home jobs that people can do is data entry. There's no need for a particular set of skills – just some general computer skills will do.

Below is a step-by-step guide about the field, what you need so you can be a success for yourself and your family.

## **Skills**

Anybody can do data entry, and many businesses will give you training and support during the process. Reputable companies will give you the help you need to carry out the data entry duties. They'll even give you the software to get going.

As long as you have computer skills and understand Word or Excel, can Copy and Paste, navigate the Internet and type at least 40 words per minute, then data entry may be the right thing for you.

## **Equipment**

You just need a computer/laptop and access to the Internet to work in the data entry field. You don't have to have the best computer in the world or Cable or DSL internet, but they do make life a little easier because they'll make the job go faster.

## **Space**

Want to feel like a professional? Set up an area of your home to work in. You just need a desk with a comfortable chair and good lighting to work in. A space of your own makes you concentrate on the task at hand.

So, be sure to create a space you'd feel comfortable in and add in things that make you feel creative and professional at the same time.

## **Time**

Perhaps one of the most important things to have is time. While data entry is fine and easy to do, it still takes a lot of time to get set up and established. You can have all the dedication in the world, but you still need to have time to get the job done.

Create a schedule and abide by it. With the schedule, you know when you'll be working and will get the job done. If you claim that you'll work at some point, you may find yourself never working. With a schedule, you're bound to be more successful and productive.

## **Task Management Solution To Ensure A Successful Work From Home Venture**

You may already understand how precious time can be. You can't save it, and you can't gain more of it. You can only optimize it for your home-based business with a detailed task management solution.

What you may not understand is how easy a task management solution can be, but there are a few things that are included in it that will ensure your success. What are they?

## **Task Point**

What task will you be focusing on? You can write down as much or as little details about the task as you want. The key is to have it remind you about your plans for the day.

Be sure to add in sub-tasks – tasks that are needed to carry out the task you've begun. Consider mind-mapping the details to connect them to each other.

This is the point in time to worry about brainstorming ideas – to ensure the proper connections are made and laying out the possibilities.

### **Task Priority**

When you reach the task priority, you need to determine which tasks are most important. What do you need to get done first before moving on to the next task? It could be that your sub-task is more important than the main task.

Many people make the mistake of over-complicating this point. Don't do this. Just write down what you have to do and assign numbers to lay out the priority.

### **Task Purpose**

Do not, whatever you do, skip this step. You want a well-thought-out and prioritized plan, but you have to give it a reason as to why it's so important. You can get caught up in the task, make connections and prioritize them, but if you have no reason for it, it can seem overwhelming.

If a task looks too big, you could lose sight as to why you are working from home. Then it's just another task that you failed to do. When this happens, you start to question decisions you've made about the job.

You need to ask yourself how the reason will help your efforts in working from home. This can help you to determine if the task is right for you. How simple is task management? Ask yourself if you need to focus on the task or sub-task first?

If you can't finish a task today, then you need to break that task down even more. Do not take on more tasks that you can feasibly accomplish in a single day.

If you can't do that in one day, you can move it to the next day. If it takes more than one day, consider asking if it's worth doing in the first place.

Daily task accomplishments raise your motivation levels. It can make you feel good about yourself too. That's how simple a task management solution can be. Although it's simple, most people are perplexed by it, as they began with the main task, failed to create sub-tasks and made no efforts to prioritize them.

They have not created a reason to justify continuing with the task. It becomes boring and unprofitable to your work-at-home efforts, and you may feel like giving up.

Once you realize what your task point, task purpose and task priority area and have a well-developed time management solution, you can establish and build a thriving work-at-home career you'll be proud to work at every day.

# What Does Work At Home Mean

Work from home, work at home and other various names is a new kind of employment that uses the Internet so people can earn money.

It's an aspect of e-employment. For you to better understand the premise, each term on how the employment is noted will be talked about. Now, the only two requirements a person needs for this type of employment is the Internet and computer/laptop.

The generation definition of the concept relates to various services that can be done at home instead of in an office environment. What types of services can be done in-home?

*They include but are not limited to:*

- E-commuting
- Telecommuting
- E-work

When talking about the term work at home, it's often designated as work @ home.

How does the work @ home trend help both employees and employers? Managing an office takes a great deal of logistics, but this system eliminates the burden of logistics.

Employers no longer need to worry about parking spaces or office space. They don't need to worry about refreshment costs or retirement payments for employees.

With telecommuting employees, it lessens the amount of absences, boosts productivity and saves the company money. Remote employees are more commonly seen in the tech sector because they have the infrastructure that can support the absence of onsite workers. Telecommuting has changed the office space and, as some think, it's for the better.

With telecommuting, employers are not limited to geographical region to hire employees. This means they can hire outside the best people for the job in locations that are half a world away.

In many cases, telecommuting employees are happier with higher production rates. With telecommuting, employers save money, as they don't have to pay for a computer, utilities, etc.

How can startup or small businesses benefit from telecommuters? With time of the essence, these companies can waste a single minute. Hiring work from home employees allows the owner to focus on the more important tasks of the business such as product development and advertising.

Companies are more likely to retain employees if they offer a work-at-home benefit, which means they're less likely to experience a high turnover rate. Telecommuting employees tend to be happier than those who have to go to work every day.

According to research, it's the most economical method for companies to continue thriving.

There are a host of benefits for workers too. By working at home, they can work as they want and how they want. They can work in their pajamas if they want. They can run errands if they need to and come back to work if they choose.

They can work for a time, stop and do something else, go back to work for a time and then do something else away from the work.

It's a great thing for stay-at-home mothers to do. It allows them to spend time with their children. By working online (another term), at-home workers get the freedom to do what they need and still make a living.

Besides the added benefit of being able to stay at home with your children or getting more housework done, there are the health benefits associated with working from home.

People who work at home tend to eat healthier and can strike a good work-life balance. They can also fit in time for exercise if they feel up to it.

They don't feel as stressed out and tend to have a more productive day than those who try to work multiple jobs or have to do an 8-to-4 job and trying to fit in eating right and exercise.

They don't have to worry about the stress of being late to work, stuck in traffic or anything else. Instead, they can work in a comfortable, stress-free environment and spend time working when they want or with their family.

Why would people choose the work-at-home life over the other earning method? It's the flexible work environment that can alleviate the stress they face in their lives. Today's working environment is not the same as 30 to 40 years ago.

When you left the office nearly half a century ago, you left the job at the job. Today, you take the job home with you, which means the lines of work/social life has blurred.

Telecommuting works to rebalance the line and make it clearer.

## **Still, There Are Drawbacks To Work Remotely**

Although there are benefits, they are negative aspects too. Getting a genuine online job isn't very easy. It's not like a tangible office interview; you assume some risk.

For example, you need to have some experience that justifies a person for hiring you from the many thousands of others that want to work for the company at home.

It's also not uncommon for full-time employees of another job to work at home as a side job – another way to make money for their household. They may be trying just to get by, as it's expensive to live pretty much anywhere these days.

Or, they may be trying to save up for a rainy day or a desire. This means you are competing against already-employed people with a position they may be better suited for.

Unfortunately, many companies see freelancers and work-at-home employees as unprofessional. And, until this mentality changes, it'll be tough to break into the work-at-home industry.

Still, if it's something you really want to do, you must stick to your guns and find the real telecommuting jobs that are out there and that you know you can successfully do.

The Internet is a basic resource to find employment that offers a work-at-home setting. For that reason, the majority of telecommunication companies provide highly-competitive packages that meet customers' needs.

Any website that provides these jobs will want you to have a high-speed Internet connection (no dial-up) as the primary requirement to work in the position.

It's not uncommon for telecommunication companies to offer packages that ensure work-at-home employees have a high-speed Internet connection.

There is no doubt how many online employment positions are out there. You just have to look for them and find a position that's best for you. With so many out there, the most promising is writing web content for different websites.

While you don't need any special skills, it can help such as going to college for a writing or journalism degree. You just need to be able to write grammatically-correct articles to stand out and be successful.

When it comes to work from home jobs, writing is the easiest method.

# Stay-At-Home Parents Can Really Benefit From The Working At Home Industry

It's not just males that can benefit from telecommuting jobs.

Women too can take advantage of this, and it's usually helpful to their own mindset. How so?

Women with families (young children) often feel guilty when they have to leave for work and leave their family's lives in the hands of someone else. They also feel guilty because they don't have enough time in the day to spend with their family.

It's difficult for full-time career moms to be physically and emotionally there for their kids when they need them.

With a telecommuting job, a mother can run a successful at-home business and stay close by their family when they need her.

If you're a stay-at-home mom that would like to earn money while taking care of the house and kids or are a full-time employed mother who wants to run her own business from home, then a work-at-home opportunity is something you can consider.

If you're not sure if it's right for you, consider the benefits listed below and determine if working from home is something, you'd be interested in doing.

## **Financial Advantages**

When you operate a business from home, you don't have to worry about gas and maintenance for your vehicle. This can save you a lot of money in the grand scheme of things. No reason to be concerned with the traffic or being late to your office.

You can save money on clothes because you can stay in pajamas if you want. If you want to work in shorts and a tank top, you can do so, and no one will bat an eye.

## **Freedom**

As a business owner, you become a boss of yourself. You determine everything that happens in your day. You know what your goals are for you and the family. You decide what's best for you and everybody around you.

You can choose the hours you want to work, setting time to see your children at school during lunch or taking them to a playground when you decide it's time for a break.

You can do what you want when you want where you want – nobody harping on you to get a task done other than yourself! All decisions you make go through you, and only you.

## **Family**

As previously noted, you have more time to spend with your family how you want. When you're working outside the home, you may have focused more on quality than quantity – most people do. But, wouldn't it be great if you could have both worlds – quality and quantity? By working at home, you get many more chances to spend time with them. It's even possible to include them in your at-home business.

For example, you could give them small tasks. This teaches them some responsibility and includes them in your business life too. You could even include them in the house chores such as folding clothes or putting away dishes when you take a break from your work.

This helps in two ways – you spend time with them, and the job gets done faster so you can enjoy more quality time with them later on.

## **Stress**

It's still stressful to run an at-home business, but not as much stress as you would have if you were trying to get ready for work outside the home, getting your family ready to get out the door, drive to work,

take them to school, fight with traffic and so on. This can be both physically and mentally exhausting.

Rather than focusing on the stressful tasks that face your day, an at-home business allows you to relax after you realize the business is done for the day.

Are you a stay-at-home mom that wishes she could earn an income to help her outside? Are you a full-time working mother who wishes she could spend more time with her family and run a business for herself? If so, then why aren't you doing it?

Best of all, it's not just moms that can get in on the action. Dads can too!

## **What Are Some Jobs You Can Do From Home?**

There are several types of jobs you can do from home, but none of them are going to give you the kind of pay that you have heard they will.

Forget the six-digit figure, as very few will make that kind of money writing articles for web content or entering data entry for a business.

However, you can make money to live on right in the comfort of your own home. So, what jobs can you do from home – that pretty much needs no degree to do?



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