

Work At Home Time Management

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INTRODUCTION

Even reading a book on managing time is something that many Work at home business owners must make an appointment to do. In the pages of this fantastic book, you are going to learn techniques, strategies, methods and ideas for getting things done faster and more efficiently than you ever have before; these strategies are not only practical, but also immediately useful. Once you have this knowledge and know how to apply these potent, sensible techniques sufficiently, you will improve all aspects of your life spectacularly.

Since the dawn of time, some of the greatest minds on Earth have dedicated their lives to finding an answer to the question,

"How shall we live in order to be happy?"

According to Sigmund Freud, the father of psychoanalysis and one of the most powerfully influential and respected philosophers of the twentieth century, the main motivation of humans is the "pleasure principle". The pleasure principle is constantly striving for things in life that provide pleasure and good feelings.

In the end, everyone just wants happiness. People spend their lives constantly looking for the perfect combination of ingredients that will give them the lifestyle they so desire, such as money, work, hobbies, relationships, sports and hordes of other activities. This book was written to provide you with valuable ideas that you can begin using immediately. These ideas will help you organize your business and lifestyle to give you the means to get more done in your Work at home business.

GETTING DOWN TO TIME MANAGEMENT

Time management is a valuable tool, which you can use to build a great Work at home business, marked by grand accomplishment and an incredible feeling of fulfilment and triumph. Effectively managing the time that you spend working on your Home business will get you where you need to be to succeed. Once you have mastered this set of personal disciplines, you will be able to achieve the success in business that will provide you with great happiness.

WHAT SUCCESSFUL BUSINESSPEOPLE SHARE

The more we learn about successful business people, the more apparent it becomes that everyone has one thing in common. All business professionals highly value their time and they are constantly working to become more controlled and well organized.

The conclusion that we come to is that it is impossible to be successful without sufficient skills in managing time. It is difficult to imagine a thriving business when all is in disarray. When you develop the discipline that it takes to manage time efficiently, concurrently you pick up several customs that guide you to wealth, achievement and the overall success of your home business.

The development of adequate time managing skills begins when you realize that managing your time and your business is in fact managing your life. You must take care of this, your most precious gift. Ben Franklin said it best when he said,

"Do you love life? Then do not squander time, for that's the stuff that life is made of."

As you are mastering time management, at the same time, you begin to take full control over your business, future, and your entire life. This book will give you everything that you need to master the skills of time management in your business. As you are reading along, imagine how these ideas can be applied to your business immediately. Remember to make notes of the key points. Feel free to read this book over and over until you are able to internalize the ideas and remember it all permanently. After all, one of the most important aspects of learning is spaced repetition.

By mastering the skills of time management, you are preparing for an work at home business with increased efficiency and great success. It will make you feel like a new person, with a completely new perspective on business and life as well. You will be able to take total control and get more done in your home business than you ever imagined was possible.

1 **USE YOUR MOTIVATION**

If you are like most businessmen and women of today, your motivation seems to have its highs and lows as your focus moves from one business project to the next. There is no doubt that you are ultimately interested in business, but many find it difficult to stay focused on a single business interest and fail to stick with one activity for any length of time. This is primarily due to the fact that an individual's patience tends to have its ups and downs, and interests change almost daily.

Similarly, others find themselves struggling through the same tasks repeatedly watching the clock, praying quitting time comes quickly. Now, if you are in a good mood, you may find some tasks just stimulating enough to make them enjoyable, however, the occurrence is rare. When your tasks do not match your moods, it can be difficult to make it through the workday.

When you run your own home business, you have more freedom than you would ever have working for an outside employer. The biggest benefit is that you can work on whatever you want, whenever you want. Your days are random, changing with your mood, but you still manage to get things done.

The key is to use your motivation and go where it takes you. For example, you turn on your computer Monday morning and find out that a major client is looking for a new slogan for their campaign. All of a sudden, ideas begin to come out of nowhere, as you are motivated to work on this project. Whereas that client whom you have submitted work to repeatedly, only to have it sent back because they change their mind, does not motivate you quite so much. You can come back to that one when you have ideas that are more productive; no sense in wasting time that you could be using to work on more interesting projects for the time being.

GETTING DOWN TO BUSINESS MOTIVATION

Motivation is a complicated topic that many have studied and few understand. Motivating factors play a key role in all aspects of our lives, from the most ordinary to potentially life altering. Actually, one of the strongest forces in a business is motivation; it is what drives the company in most cases. Motivation has can determine if each business venture you attempt will be a major success or utter failure.

Motivation comes from two main sources, external and internal. Extrinsic, or external motivation comes from somewhere outside of yourself, while internal motivation stems from your own experiences, patterns and thoughts. Keep in mind, however, that what motivates one person may not work effectively on another individual. Only you can determine what motivates you best.

It is important that you take the time to study which external and internal factors motivate you in your home business. Think about ways to process and improve your own motivation to ensure that you are both productive as well as satisfied in your business and life.

BE INSPIRED

It never ceases to amaze me the number of people who sign on to a business that looks ideal on paper, but in all actuality is not very interesting to them. These people grow tired and lose interest quickly because they have no sense of passion or inspiration to keep them motivated especially through the problematic times they face as business owners.

Inspiration is vital to finding and keeping motivation. If your business does not peak your interest, your level of motivation will never achieve the heights you could with a business that inspires you and your interest will fade quickly. Likewise, if your work excites you and leaves you feeling energized, you will work more intensely, persistently and with greater energy.

If you do not enjoy the work that you do, then you may want to consider refocusing your home business to better suit your needs. You may even decide to alter your whole business plan entirely. This all sounds extreme, but it is crucial that you understand the importance of inspiration.

SET GOALS

It is impossible to find motivation if you are not sure of the direction in which you want to take your company. Both long and short-term goals are important to the success of any business. If you do not adequately set goals, you risk going astray without a set course to follow.

Take the time to put pen to paper and get your business goals in writing. A business plan does sound a bit intimidating, but actually, it is simply a budget along with goals, implementation and strategies. It is best to write your business plan yourself and revise it at least once a year. Be sure to incorporate all of your 'mini-goals' that you are able to get done in no more than a few hours, a couple of days or weeks as well as your more motivated goals that may take as long as a few years to reach. Remember to reference your business plan several times throughout the year.

A business plan will definitely help to keep you motivated. By putting your goals in writing, you will feel more connected to your organization as well as more professional in your field. In addition, you will not be forced to create new business goals every day.

WORK YOUR NETWORK

Networking with other business owners is a great way to keep you motivated in your home business. Alone, you will not be able to move mountains within your industry; however, when you get together with a number of business professionals, you can work together and knock those mountains down to tiny hills.

Actually, working alone in isolation is one the hardest parts of running your own home business. It is more motivational to have mutual support among your peers. Owning your own business is easier when you connect with other business owners in your area or online. Even when you connect with someone whose business is unrelated to your own, most often you are able to find common ground and work together.

According to quite a few business owners, finding the ideal network can be the turning point in the growth of your business. When you work together with other business owners, your network can help one another generate leads and solve problems more quickly and efficiently. Sharing experience, expertise, and ideas is a valuable commodity that comes with being part

of a business network. There is also the opportunity to share costs and expenses when you buy in bulk or participate in joint marketing ventures. Your network of business owners will pick you up when the weight of owning your own business becomes too much for you to carry. You can rely on your network to assist you in getting more done in your home business and you may even have fun in the process. At least you will no longer feel the burden of being on your own.

CLAIM YOUR REWARD

You will quickly discover that as the owner of your own business you will have to work rather hard. However, it is important that you recognize what a major mistake all work and no play would be. Soon, you will begin to lose motivation if you fail to take time away from the hustle and bustle of owning your own business.

Plan to reward yourself frequently. You do not have to go all out with a vacation in a foreign country. You can reward yourself with a simple lunch with friends, a movie with your better half, an afternoon at the mall or just taking time for yourself.

When your time and budget allow it, take a couple days off from your work and take a short trip or just some vacation time off work. You can have a real vacation, even without leaving town. Simply do not check your email, faxes or voice mail. It is crucial that you take the time to rejuvenate your mind and unwind. This time off will improve your perspective on things as well as your overall attitude. When you return to work, you will be filled with a new sense of motivation.

GET YOUR EXERCISE

It has been proven that there is a strong connection between the body and the mind. It is critical that as a business owner you take adequate breaks everyday to exercise. If you do not take care of your body, you are certain to lose motivation.

You do not have to take huge blocks of your time, join an overpriced gym or higher an even more expensive personal trainer. You can begin easily with a brisk walk for about half an hour before work, during your lunch break or after work. Once you make a habit of walking every day, try

increasing the length of your walking time or incorporating two walks into each day.

It may take some time for you to figure out what works best for you personally, but it is important that you get started right away. Once you begin, you will feel better almost instantly.

You may also want to try keeping weights at your desk, so you can work out a few minutes at a time during the day. Several business owners keep a television at work so they can catch up with CNN or MSNBC while they get a little exercise.

GET ORGANIZED

Critical to keeping you motivated is organization. It is impossible to feel motivated about the work that you do, if you are constantly searching for lost paperwork or running late on responding to messages from clients and other business associates. Without sufficient organization, you will lose motivation and your business will pay the price.

For a number of people, getting organized is a difficult task. If you are one of these people, then there is no shame in recruiting help. You could ask a friend or relative to help or hire a professional to come in to clean up your mess and eliminate clutter. It is amazing how important this single step of getting back on track really is to your home business. Keep the ball rolling by implementing business systems that will effectively assist you in streamlining your operations.

Your greatest challenge will be staying on track and maintaining the systems that you put in place. For several business owners, this is a challenge that they must face on a daily basis; however, if you use these systems effectively, you will be able to take more time to focus on other important issues regarding your home business.

LISTEN AND LEARN

Every day, more and more motivational products and ideas hit the market, such as books, cassette tapes, CDs, videos, workbooks, seminars and much, much more. The reason why there is such a large number of inspirational products, speakers and authors around today is that business owners are buying the products, reading the books and listening to the

speeches. When used correctly these methods are some of the most effective, therefore these things sell.

Often it is hard to find the right motivational guru for you, especially with the hordes of individuals trying to sell their products to you. It is important that you find an inspiring person who makes sense to you and can provide you with the motivation that you need to stay focused on your home business in order to get more done. You need someone who gets you enthusiastic about work and enhancing your organization.

Ask around in your network of business associates or talk with a mentor to find out whom they would recommend. Become more aware of the industry surrounding motivational materials, speakers and authors. Understand ways these things can assist you in becoming more passionate and optimistic toward your business. Take the time to do adequate research to find a few speakers and authors on your own that you may find interesting.

Do not just run out and spend a ton of your money on the first bundle of motivational materials that you find. Several inexpensive methods for getting the material that you need to motivate you to be the best business owner that you can be are available to you. Try your local library, check out the local Public Broadcasting Station, ask a friend in your network to share the cost and the materials with you, pay a visit to a used bookstore or shop for previously owned products on the Internet. Most likely, you are going to want to try several different techniques and products, so it is important not to make any huge investments right away. Take your time and explore your options to ensure that you find the ideal material to motivate you to get more done in your home business.

KEEP MOMENTUM

It is up to you to take all that you learn and apply it to your home business. Use the ideas that you come across to motivate you in your business and in just a matter of time, you will start to see the effects.

Motivation can move you forward in business as well as in life. Remember to take the time to look over what motivates you and use what you learn from these methods to enhance focus and renew passion for your business. Motivation can help you get on track, but it is up to you to stay there and move forward.

2 **INTEREST IS KEY**

Most importantly, you must be interested in your home business if you are going to be successful. If you do not love home, believe in the service you provide and love providing it, you are certainly doomed to fail. The same goes for the marketing products that you offer; if you do not love the products you sell and enjoy selling them to your customers, your chances for triumph are slim to none.

BEEN THERE, DONE THAT

Since you began your Home business, you have gone to work numerous times. On average, you probably wake up full of dread and felt like hiding under the covers rather than face boredom at least three days a week. Some days you just want to stay home. On the other hand, the rest of the time the opportunities and challenges of owning your own Home business excite you as much as they did the day you started your organization.

It may seem like a bit of an exaggeration. After beginning an Home business and achieving a high rate of success, many business owners face disappointment. Many are left wondering what they should do next. These are the businessmen and women who have a "been there, done that" attitude. These individuals, ironically, tire of their goal for success once they reach it. This is mainly because they lose interest.

In actuality, your Home business is probably doing the same thing you have always done since the very beginning. The key is to do things differently, changing as time passes. If you do not periodically change things up to keep it interesting, you will find yourself stuck in a rut. It is important to maintain excitement within your business to get more done.

FIND YOUR NICHE AND STICK TO IT

Sticking to your niche is important, however, you should periodically change the way you get things done. Some Home business owners feel like the king of the world who can do anything they please once they reach their goal of success for their organization. This is the reason

businesses are able to grow in markets with which they are not completely knowledgeable.

As an alternative, business owners need to work even harder at the things they know best. You will find that your customers seem to be becoming more and more intelligent; your challenge is to stay two steps ahead of them by developing new products and services that will excite you as a business owner and at the same time, add to the vitality of the customer.

NEVER BE A SELLOUT

Unless you start your business with the plan to sell, do not sellout until your career has run its course and it is time for you to get out.

When you build a successful Home business, other business professionals are going to approach you with the option for you to sellout your company. Many business owners will find these offers hard to refuse, but refuse them you should. It is not fun to run your business for someone else. In addition, there are not many other ways to make better money than owning your own business, so money should not motivate you at all.

HIRE STRONG WHEN YOU ARE WEAK

As business owners we are obviously a strong people. However, not one person is strong in all aspects of the business world. In such cases, it may be necessary to hire people who are strongest in the areas of your business where you are most weak.

In order to hold on to the interest that motivates you, it is important not to get stuck wasting your valuable time struggling with tasks that you do not do well or that you simply hate doing. When you admit your shortcomings and hire people who can do such jobs more productively, you will free yourself to focus on the areas of your business that give you the most pleasure.

OFFER INCENTIVES

It is possible to use incentives as a tool to encourage your employees to become entrepreneurs with a stake in the business. This will make for a smoothly run Home business that is an enjoyable place to work, where everyone is interested in turning the business into the best it can possibly be.

Once you have taken the necessary steps to hire employees with various strengths, it is important to persuade them to come up with their own ideas that will help your Home business dominate its niche.

Many organizations offer incentives to associates for bringing new business in as well as performing exceptionally and developing new plans of action that greatly benefit the company.

PREPARE FOR EVENTUAL TRANSITION

Eventually, all business owners must face changes within their family, changes within their organization or environment, loss of health or lack of energy. For this reason, it is important to develop your Home business by involving individuals who are capable of effectively carrying on your vision, once you part ways with your business years down the road.

Not only will you have the benefit of surrounding yourself with those who share your vision and want to see your Home business succeed as much as you do, but you are also putting plans in place that will prevent unfortunate sellout when you are no longer productive and ready to pass on the reigns.

MAKE IT FUN

If coming in to work means you will be walking into an environment filled with laughter and good times, you know you are headed for an enjoyable workday. This makes it easy to get out of bed and go to work to tackle head-on whatever challenges the day may bring. In fact, you will want to get up and go, no matter if you have gone to the same job thousands of times in the past. You will look forward to each day you spend at work and you will definitely see the results in your production reports.

3

FINDING BALANCE

It is important to remember that you are only human and you must make your needs a top priority. You need to take the time to socialize with friends, take the family out for dinner, get some exercise or simply get away from work for a little while. When your mind and body are fresh, you are more stimulated and your work performance will improve, as will your overall happiness and well-being.

It can be quite stressful for business owners, especially when an uncertain economy is a factor. It seems practical to put in more hours at the office and devote more of your energy to succeed and survive in the work at home industry; however, doing so will only worsen the situation as it begins to take its toll on you.

Happiness and leisure are very important following a long day making business decisions and attending one virtual meeting right after another. The key to being successful and happy, not just in business but also in life, is balance. More work does not have to mean less play.

BALANCE AND BUSINESS

Finding balance means that you have a strong sense of overall well being, which is vital if you want to achieve professional as well as personal success. The nurturing of confidence and self-awareness will provide you with the inner balance in business and life that you so desire.

There are four main levels of awareness, including body, emotion, spirit and mentality. When you find balance within all of these areas, you will be able to sustain the feeling of empowerment that you need to face professional and personal challenges.

Success in business comes when you understand ways in which you can benefit from profit. You are busy, working in a profession that you enjoy, encouraging positive attitudes among all involved.

When business and balance come together, the results are more powerful than you could possibly imagine. You will enjoy working, others will enjoy working with you and the result will be a job well done. Your Internet marketing business will become a dynamic force in the industry.

PEOPLE AND COMMUNITY

As a business owner, you have a responsibility to the community, environment and people around you. In order to find professional balance, you must understand that a business needs a higher purpose that goes above and beyond a bottom line to succeed.

In the business world of today, a number of organizations do not focus enough their attention on the community around them. These companies neglect the issues of their employees, society and the environment, thinking that their only priority is those who invest in their organizations.

Think about the issues that are important to you and decide which your Home business will support. Then, find a variety of ways to contribute as a company. Once your business has set objectives and finds balance between business, people and the community around you, you will begin to see the impact on your organization through profitable growth.

WORK LIFE AND HOME LIFE

Running your own business is anything but easy. So many distractions require your attention that people who work for others never have to face. When you first start out with your Home business, it generally takes high priority in your everyday life; therefore, you may find difficulty juggling your family and home life, and the business you desperately want to see succeed. It is possible to manage work life and home life effectively; all you need is balance.

One of the most important aspects of your life at home is your children. Several people start their own business with dreams of spending extra time with their family, but very seldom is this ever the case. In a way, working for yourself is the same as working for someone else; you still have to work. You still have a job that needs to be done. Of course, you

will most likely have a considerable amount of flexibility that allows you to work on your own schedule, as long as the work still gets done.

It is critical that you find time to dedicate specially to your children. Your new business will make them feel like they are no longer the most important thing in your life. Be sure to take time to do fun things that your kids enjoy, such as going to the park or museum on a weekday when it will be less crowded. If you have business-related errands that you can run with your kids, once you are done with what you need to do, take them out for something they want to do like go for ice cream or grab a matinee. This is a great way to thank your kids for being good while you are working.

If you have older kids who can help with filing papers or sharpening pencils, you can pay them to do these small jobs. This way they will feel included in your business, which makes them feel like you value their presence. In addition, you can pay them for these jobs and teach them the ins and outs of the business world to prepare them for a successful future.

Your other balancing act to perform at home is your significant other. If your spouse is enthusiastic about your Home business and supports your every effort, your life will be remarkably easier. If the person you love is not interested in what you are trying to accomplish, or even worse resentful, the road ahead of you will be bumpy and full of obstacles.

Before you begin your business, sit down with your partner in life and let them know what you are planning. Let them know how much time you plan to spend working on building your own business and get their opinion on the idea. Together, you can come up with a strategy to balance childcare, housework and time with each other.

It is important to stick to the plan no matter what. If you agree to be done with work every evening at six, then do not rush back to your computer right after dinner to respond to your emails. Of course, from time to time, there will be extenuating circumstances; this is when open and clear communication is important to keep everyone on the same page.

Friends seem to be the lowest on the totem pole when you own your own business. Your true friends will understand and be patient. Just remember to call or send a note once in a while to let them know that you still think of them, even though you are too busy to get together as much as you would like. Friends are a great system of support when you are building your own Home business; treat them kindly and you will see the benefits.

You can really have it all with an Home business, if you are dedicated and creative. All it takes is balance. Remember that you still need life outside of work and still need to respect and take care of the loved ones who give you love and support each day.

4 **SETTING GOALS**

It is important to know what you want to achieve in the short-term, such as the tasks that can be complete in a matter of days, weeks or months, as well as the long-term goals that you want to accomplish on a quarterly or yearly basis. You must make it a point to work toward these goals each and every day.

Setting goals is crucial for the success of your Home business. It does not take a rocket scientist to know how to set goals effectively; any strategist knows how to propose and formulate objectives.

THE IMPORTANCE OF SETTING GOALS

You may wonder why you need to set goals. Some business owners think that they can just let their company run on into the future and see where it goes. This is only the case if you do not care any at all about the success of your organization.

For a number of reasons, setting goals is best, including:

- Setting goals provides you with a target at which you can aim. Your efforts will be focused on reaching your goals, as opposed to being used unproductively elsewhere.
- Everyone will have a strong sense of direction that will allow him or her to see what it is they are working to accomplish.
- When you offer a reward for reaching goals, businessmen and women are more motivated to get the job done.
- Setting goals gives you the means to evaluate the success of each project.

GOAL SETTING RULES

There are five simple rules to keep in mind when you are setting goals for your Home business.

RULE ONE: BE UNAMBIGUOUS

When you are making a plan for your business, it is important to be specific, so there is less of a chance for misunderstandings and failure. For example, if you tell your assistant, "I need a few copies of this report" this is not exact instructions. The term, "few" can be interpreted in a couple of ways. It is best to phrase your request more like, "I need three copies of this report." Your assistant will know precisely what you need and be more effective at delivering it to you.

RULE TWO: BE COMPUTABLE

When you set your goals in place, make sure that they are measurable and you are able to track all actions related to each given objective. You need to establish a distinct system and comprehensible procedures of how to measure, monitor and record the actions leading toward accomplishing your business goals. If you find an objective you are unable to quantify, most likely it is formulated incorrectly and you need to reconsider it.

RULE THREE: BE ACHIEVABLE

It is understandable that every business owner wants to see his or her business succeed above and beyond the competition. This is the competitive spirit and way of thinking that is needed in order to set realistic goals that are achievable within your Home business.

When you are laying out the goals that you want to meet within your organization, you need to evaluate intensely the factors that will determine the failure or success of your objectives. Consider your motivation, all individuals who may be working with you, as well as your capacities; determine if they are adequate to meet the goals that you have set for your company. Ensure that you have the capabilities and the means to achieve your goals. If you do not then you have a choice to make—either obtain those capabilities or modify your goals into those you do have the capacity for managing.

Think about it carefully and remember to be honest and realistic. Make sure that you are capable of achieving the goals that you set for yourself, or else you are headed for certain disappointment. Remember to set the objectives that you stand the greatest chance of meeting. Obviously, that does not mean that all of the goals that you set for your Home business should be "easy" to attain. It is okay to set difficult goals for yourself, as long as you keep it realistic.

RULE FOUR: BE PERTINENT

You would not want your IT team recruiting marketers, which would not make sense. The quality objectives and goals are the ones that are relevant and appropriate. Before assigning goals for business tasks, ask yourself if the person you ask to do the job, even if it is yourself, is the best qualified to get the job done or if it is totally irrelevant to their particular skill set.

RULE FIVE: BE PROMPT

All of your goals and objectives should include an obvious time frame of when it should begin and when it will be complete. If you fail to specify a time frame, it will be impossible to measure progress and impossible to know when your objectives have been met.

5 **GO WHERE YOUR ENERGY** **TAKES YOU**

You may spend a large portion of your day spending time with your family or friends, taking a walk through the local park or catch up on some reading. At first glance, it does not look like a productive way to run a business. On the contrary, it is actually quite productive, as indirect as it may be. When you go where your energy takes you, you are likely to complete more tasks with better results, as opposed to struggling through your day due to lack of motivation.

The time that you take off from the hustle and bustle of your Home business rejuvenates your passion and makes you eager to get back to taking care of business. You could even use this time to obtain a valuable education that will increase your worth to your organization, eventually. When the urge strikes you to brainstorm, create, design, market, network, strategize or write, it is strong and you are able to accomplish a great deal in a short amount of time.

The business world of today is becoming more and more demanding. Home business owners are trying their best to comply in the usual manner by putting in more hours at the "office", a strategy that often backfires. Business owners as well as their employees are becoming worn out, detached and ailing. Many of these people are abandoning ship and heading off to jobs with healthier environments.

Long, hard days at work are not effective due to the fact that time is a resource that is limited. Personal energy, on the other hand, is completely renewable. By coming up with various little rituals to replenish your energy on a regular basis, you will efficiently build resilience physically, mentally, and emotionally. These simple rituals can be taking a quick break at certain intervals, showing appreciation for others, limiting interruptions or just spending more time on the tasks that you enjoy the most and at which you perform best. When you systematically rejuvenate your personal energy, you will definitely see the results in your bottom line.

PHYSICAL ENERGY

Energy levels vary from day to day. Some days you wake up ready to face the day ahead of you. On those days, you are able to get up, grab your briefcase and head off to dive into your work filled with enthusiasm.

When it comes to physical energy, there has been an abundance of research done on the subject. Studies show that regular exercise and eating the right foods is vital to sustaining physical energy. In addition, it is just as important to get plenty of rest. You need to let your body rebuild the energy that is used during exercise and daily activities. This is the only way to effectively develop and maintain energy, strength and vitality.

When your energy levels are low, you feel less confident, unenthused and quickly develop a sense of low self-esteem. Low levels of physical energy will seriously take a toll on your performance on work-related projects. Your mind and body desperately need periods of relaxation and rest in order to fully charge and get you back to your usual business-minded self. Here are a few steps that you can take to help develop and maintain adequate levels of physical energy that will allow you to perform better and get more done in your Home business:

- Take the time to enjoy a light snack or small meal at least every three hours or so.
- Go to bed earlier each night to ensure you are getting enough sleep.
- Decrease the amount of alcohol that you consume in a day. No more than three drinks in a single day is generally recommended.
- Exercise is important. Make it a point to do some form of cardiovascular activity, such as running, a minimum of three times each week. You should also incorporate into your routine strength training at least once a week.
- Learn to recognize the signs that your energy levels are getting low, such as excessive yawning, slight hunger, restlessness and trouble focusing.
- Every hour and a half to two hours get up from your workspace and move around a bit. Take a break, and give your body and mind time to recuperate.

In order to be successful in the business world, you must focus on being the best you can be and doing what it takes to achieve your goals. The best way to do this is to take the time to relax and refresh your mind and body.

EMOTIONAL ENERGY

When you are feeling drained, it is important to recognize that it might not be just your body that is low on energy, but actually your spirit that is exhausted. Just as important as exercise and healthy foods are to your physical energy, so is the way you care for yourself emotionally as well. It is important to lead a lifestyle that inspires you, and provides you with an

increased sense of hope and self-confidence. When your emotional energy is intact, you will be more in touch with your business and able to perform better at the job you love to do.

Failing to take the time to nurture your emotional energy can leave you with a lack of motivation that could be detrimental to the success of your Home business. Here are some tips to help you sustain an adequate level of emotional energy:

- Put your needs first and live your life for you. For instance, if you want to invest in a method of business that seasoned veterans are afraid to try, do it anyway if you have the means and the motivation. When you waste your energy trying to make everyone else happy, you will effectively drain the emotional energy that you need to make your business a success.
- Surround yourself with positive people who support your vision and care about your business. Avoid unhappy people who spend their days nagging, complaining and going on and on about their problems. These people will suck the life right out of your company. Work with individuals who inspire you and motivate you to be your best, and in turn are motivated to perform well themselves.
- Make sure there are always ideas that are fresh and immense on your agenda. Make big plans for your next vacation or something else you can work toward as a goal. When you have a goal or reward to look forward to, it will inspire you and stimulate you to perform at top level. Your goals should give you a reason to wake up in the morning and go to work. Hope converts directly to emotional energy; moving toward a goal will not only increase your level of happiness, but it will also inspire you to keep up the good works so the rewards keep coming.
- Live for the here and now. Forget about past business ventures that failed. Focus on moving ahead and what you plan to do next and on down the road with your Home business. It is impossible to plan for everything; be sure your plan is flexible enough to give you adequate leeway to accomplish your goals.
- Abdominal breathing works well when you are feeling anxious, irritable, insecure or impatient to soothe such negative emotions.
- Pay it forward by expressing detailed appreciation to your associates and partners through specific emails, notes or telephone conversation.
- Approach difficult situations with new perspective, learn from your mistakes and grow from your experience.

Remember that you control your own destiny, which will be much easier to do now that you have learned to increase and sustain your level of emotional energy.

MENTAL ENERGY

Mental stress is that little nag in the back of your mind that pushes you to meet deadlines and prepare for meetings; however, if stress is not kept in check, the negative effect on your mental energy could greatly inhibit your ability to perform well at work. The trick is to effectively manage the stress in your life.

Here are a few tips to help you manage your stress and recharge your mental energy, so you are able to get more done in your Home business:

- You do not have to be productive every single day. Delegate your responsibilities to keep things simple.
- Set limits for yourself and do not be afraid to say, "No". Helping to set up an work at home conference at the town hall is one thing; do not be talked into planning the entire event when you need the time to work on your own business.
- Write everything down. It has been proven that keeping a journal can drastically improve your everyday life. Be simply getting your stressful feelings out on paper, you are freeing major areas of your brain to focus on more important things.
- Develop a positive attitude by including humor in your life. Subscribe to "joke of the day" emails or hang a funny picture on your office wall. The simple things that make you laugh at life will keep you motivated when the road gets rocky.
- Connect with others and do not be afraid to ask for help when you need it. Do not waste time trying to figure out the new software you just put in when someone more qualified can get the job done faster. There is no shame in asking for advice or assistance.
- Take regular breaks. Allow your mind and body time to rejuvenate, especially when working on difficult or drawn-out tasks.
- When you are working on tasks that require an excessive amount of concentration, lower your risk of interruption by staying clear of email messages and telephone calls. Designate times during the day that are set aside for responding to email and voice mail messages.
- Each evening before you leave your work, determine what your most challenging task for the next day will be, then when you come to work the following day make that task your main priority.

SPIRITUAL ENERGY

Your spiritual energy is one of the most important. This is where your passion for what you do comes from and it is important to take care of your spiritual energy. Here are a few ways that you can do so:

- Identify the activities that seem effortless, yet make you feel the most effective and fulfilled. Find ways that will allow you to perform these activities more often.
- Allocate energy and time to do the things that are important to you such as relaxing at home with your family after a long day at work.
- Make sure you live your values. For example, if punctuality is important to you, then make it a point to show up for each meeting at least five minutes early.

To support energy renewal, designate a room where you can go to refuel and relax, join a gym and stop checking emails constantly all day long.

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REPEL THE LAZY BUG

You must be sure that you know where the line is between taking a little time off to recharge your mind and utter procrastination. If your favourite days are the ones that you spend away from your business and the only thing you feel energized to do is sit in front of the "boob tube" for countless hours, then do not expect your Home business to break any records. If you are *never* motivated to work, then perhaps you should consider selecting a business model that better suits your interests.

However, if when you think about your business and recall your love of writing articles, building websites, marketing online, SEO or anything else related to working from home, then chances are it is not work that is getting to you. More than likely, the lazy bug has bitten you.

If your work still motivates you, especially the results you see from doing the work, you will develop a greater design to accomplish more. Do not just let the grass grow beneath your feet, get up and moving with your Home business.

MANAGE YOUR TIME WISELY

When you run your own Home business, it is easy to become so busy that you do not know where to begin with managing your time. If you do not efficiently manage your time, with the flexible schedule you have grown to love, you may find yourself procrastinating more and more, or becoming downright lazy.

The first step to managing your time is to write down all of your regular meetings and appointments that you must attend on a schedule. This will help you to define the free time that you will have left on your calendar. If you do not already use a day planner or some other time management tool, then you should invest in one immediately. A simple day planner can be purchased for just a few dollars at your local store.

Be sure to leave free time in your schedule. If you have none once you have scheduled all of your tasks, look it over to see where you can trim time on certain tasks. For example, maybe you allotted an hour to pick your daughter up from day care, but you can actually get the job done in thirty minutes; there you have half an hour of free time.

Make sure everyone in your family incorporates their own personal schedules together, allowing you to schedule time to do activities as a

family. It is very easy to get caught up in running your own business, but it is critical that you schedule time to spend with your family and let nothing keep you from those all important appointments.

Take your day planner with you everywhere you go so you will be able to write down new appointments as soon as they are made. Last minute scheduling can get you in big trouble. Keeping your day planner close will help keep you on track and allow you to plan accordingly for whatever may arise.

LAZINESS OR FEAR

The first thing you need to figure out if you plan to find a solution to laziness is where the problem lies. You need to find out what is making you lazy. Just like with anything else, you cannot find a solution until you have effectively identified the problem. Often we think that lazy people need to just get it in gear, but there are times when a deeper problem exists.

Many times, laziness is the result of insecurity and fear. Just think about the number of people that you talk to throughout your life that complain about their work, yet never take the steps necessary to improve their situation. This is because they are afraid. They are afraid of being rejected, afraid of appearing inferior to others, afraid of failing, afraid of what other people may think, and the list keeps going.

In all actuality, no one is happy with laziness and procrastination. We all know the amazing feeling that we get when we achieve something, no matter if it is closing a big deal, opening a new branch or simply starting a new website for your Home business. Willpower on its own cannot cure a bite from the lazy bug. The only way to overcome being lazy is to identify the fears that are holding you back and learn how to face those fears. In some cases, professional help may be required.

OVERCOMING LAZINESS

Procrastination, laziness and business are not an ideal combination. Passion, inspiration, motivation and determination are terms that you want associated with your business. Here are a few tips to help you overcome laziness and get back on track to getting more done in your Home business:

- The first thing you need to figure out is what is holding you back and keeping you from reaching your goals. More often than not, the

issue is not as large as you think and getting past it is easy. No matter what the problem, find a way to move past it.

- Determine if your problem is anything you are able to ignore, get help with or abandon all together. In many cases, the business owner is simply too much of a perfectionist.
- Make up your mind to get started on the job that needs to be done and decide to complete it.
- Break big tasks down into a series of smaller tasks and focus on one tiny part at a time.
- Tell yourself that you want to do the job and you want to do it now. It is even helpful to say it aloud sometimes.
- Take a moment to feel proud of yourself after completing each small task and encourage yourself to continue.
- Set long-term goals that will give you something to look forward to and use as motivation to proceed.

Use common sense to keep the lazy bug out of your ear. If you know there is work that needs to be done, do it. Do not wait around until the last minute.

Even if you operate your business out of your home, still set the alarm and get out of bed as if you were leaving to go to work. Take a shower, get dressed and put on your shoes. It is easier to be lazy if you lounge around in pyjamas all day. Remember to make the bed as soon as you get out of it, so it will not look quite as inviting if you must pass by it later in the day. There are a number of things you can do to repel the lazy bug, find what works for you and stick to it.

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ESTABLISH BUSINESS TIME

Running an Home business provides you with a great deal of flexibility to your working schedule. Your computer is your administrative center, so you are able to choose when and where you want to work, especially if you use a laptop to do most of your business.

There is no need to worry with the nine to five as long as you are consistently meeting the needs of your customers as they arise and you are able to work proactively as the mood hits you, whether it be in the wee hours before dawn or the dark midnight hours. You can even conduct business while you enjoy your lunch during the day. However, even when you own an online business, you must still be available during the working hours of the rest of the world to whom you provide your service; therefore, you may find yourself conforming to the nine to five, at least occasionally.

The most important thing to keep in mind is that you do not have to proactively work on business-related tasks at all times. If you do not have the energy, do not waste your time and move to a different task. You will easily be aware when the work you are doing is pleasurable and when it is not, so do not try to confine yourself to nine to five if six to two works better for you.

ESTABLISH A DAILY ROUTINE

When you own your own business, you have the opportunity to get out of bed when you chose, take off early or not go in to work at all. The thing that many business owners tend to forget is that even though you are working for yourself, you still have a job.

Even if you do not have to leave for work at a certain time, set the alarm clock and get up anyway. When you work with people, which you do in the work at home industry, it is important that you are available at times that coincide with their schedules. Wake up every weekday at a descent hour, take a shower and get dressed for work. If you like, have breakfast with your family or a cup of coffee while you catch up on the morning news. This will get your juices flowing and get you in the mood to work.

SET YOUR OWN NINE TO FIVE

Begin work at the same time every day. If you have an office outside of your home, leave to go to that office at the same time each morning. If you work from home, designate a working area and go there at the same time every day, following your morning routine. By doing this, you are training your mind to trigger itself into saying, "Its nine o'clock Monday morning, time to work." This is more effective than going to work at six on Monday and ten at night on Tuesday.

As important as it is to work at the same time every day, you do not have to work from nine in the morning until five in the evening if those hours are not best for you. You may work better at night, when the world is quiet. If most of your customers are around the world in a different time zone, then working at night would be ideal. Find a time that works for you and stick to it.

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REMEMBER TO HAVE FUN

The main thing you need to remember when you own a home business is always to have fun, both at work and away from the office. No matter where you are, you should always be proactive. Even if your business is not impacted directly, do something related to your Home business each day.

Keep your goals in mind because they will motivate and guide you to get more done. However, be careful not to let yourself get over-involved with rigorous planning, unless of course that way works best for you. Search deep inside yourself to find the way to work proactively despite any changes or bumps in the road that may come to pass. As long as you remember to have fun, it will all work out in the end.

STEPS TO HAVING MORE FUN

One of the best ways to get more done in your Home business is by making work fun. Here are some steps that you can take to help you achieve your goal of having more fun at work:

- Make a to-do list, but do not include any times. This will leave you with more flexibility.
- Estimate about how much time each of your tasks will take to complete, then leave enough time in between tasks to take a break.
- If you are waiting for something, such as a stack of reports to copy or coffee to brew, make use of the time by playing a mind relaxing game or hobby that will keep you entertained.
- Games that you can play over a period of time such as chess or online card games work well to entertain as you work.
- Keep something like a puzzle around that you can use whenever you are feeling stressed. Puzzles and games that make you think and really use your mind are best.
- Schedule extra time at the end of the day that you can use for rest or to catch up on work that was not completed on time or arose suddenly.
- Chat with the people around you about topics that are not related to work. If you are a solopreneur and the only one in your office, log on to a chat room related to something in which you are interested, perhaps working from home.

MORE TIPS FOR HAVING FUN

Keeping an open mind when choosing activities with which to fill your time can be quite beneficial to you and your business. Use this time to learn a second language, yoga, meditation or even a magic trick. Taking time out with such activities is a great way to relax and calm down when things get stressful at work. Involve a group of people whenever possible.

Some people like to use this free time to catch up on some much needed sleep. If this is what you need, find a comfortable place where you will not be disturbed.

PROCEED WITH CAUTION

Remember to use common sense when you are having fun at work. For example, if you plan to take naps during your free time, always have an alarm clock on hand, so as not to waste hours sleeping when you should be working.

If you have close deadlines or important projects to plan for do not worry so much about having fun until all of the work that needs to be done is complete. Then you may consider taking extra time away from work once things die down and you do not have to be quite so hands-on. Not every job allows for fun activities; that is another benefit to running your own Home business.

CONCLUSION

Now you know the secrets to get more done in your Home business. One of the most important things that we learned in this book is that motivation is the driving force that we need to keep going in business. If you love the work that you do and are filled with passion and a desire to succeed, then you are on the right path to accomplishing all of the goals that you set for your business.

When you are inspired and motivated by the work that you do, you become that much more interested in doing the job well. Interest is key when you work in the home workers industry. More important may be finding perfect balance between the work that interests you so, the home and family that you love and must care for, as well as time for yourself.

Setting goals that are realistic will give you something to strive to accomplish. This will provide you with the motivation that you need to get the ball rolling, interest to keep up the good work, and balance to make sure that everything that should get done is getting done. Also, when you have goals to keep you on track, you are less likely to be stricken with laziness and procrastination. Goal-setting is the number one way to get more done.

There is a time for work and a time for play; it is your responsibility to manage your time for both effectively. It is important to have time for yourself to rejuvenate all of the energy that is lost while you are working hard to reach your goals. When you determine a set business time and stick to it, you will begin to see the results almost immediately.

Overall, the one thing that you must always remember to do when you own your own Home business is to have fun. One of the reasons you decided to be your own boss was so you could do the work that you love in a way that you love to do it. The more pleasure your job gives to you, the better your chances to get more done in your Home business.