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Titolo	Work well from home : how to run a successful home office
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ISBN	1-280-36844-6 9786610368440 0-7136-7867-4 1-4081-3406-3 1-4081-0159-9
Edizione	[1st ed.]
Descrizione fisica	1 online resource (97 p.)
Collana	Steps to Success
Disciplina	331.25
Soggetti	Telecommuting Employees - Effect of automation on Telecommuting - Social aspects
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references at the end of each chapters and index.
Nota di contenuto	Cover; Titlepage; Copyright; Contents; Could you work well from home?; 1 Deciding whether working from home would work for you; 2 Setting up your home office; 3 Getting used to working from home; 4 Learning to prioritise tasks; 5 Maintaining your relationships with the office and key contacts; 6 Working as part of a virtual team; 7 Coping with feelings of isolation; 8 Setting up as a free agent; Where to find more help; Index
Sommario/riassunto	An increasing number of people are deciding to work from home. Whether they are setting up their own business or trying to cut down on the amount of time they spend commuting , the idea of turning a space at home into an office is an appealing one. Work well from home helps you make that idea a reality . Filled with help on making working from home work for you, this book covers a range of essential issues including setting up your office, working as part of a virtual team, managing professional relationships, and dealing with feelings of isolation. It contains: a quiz to assess strengths and

