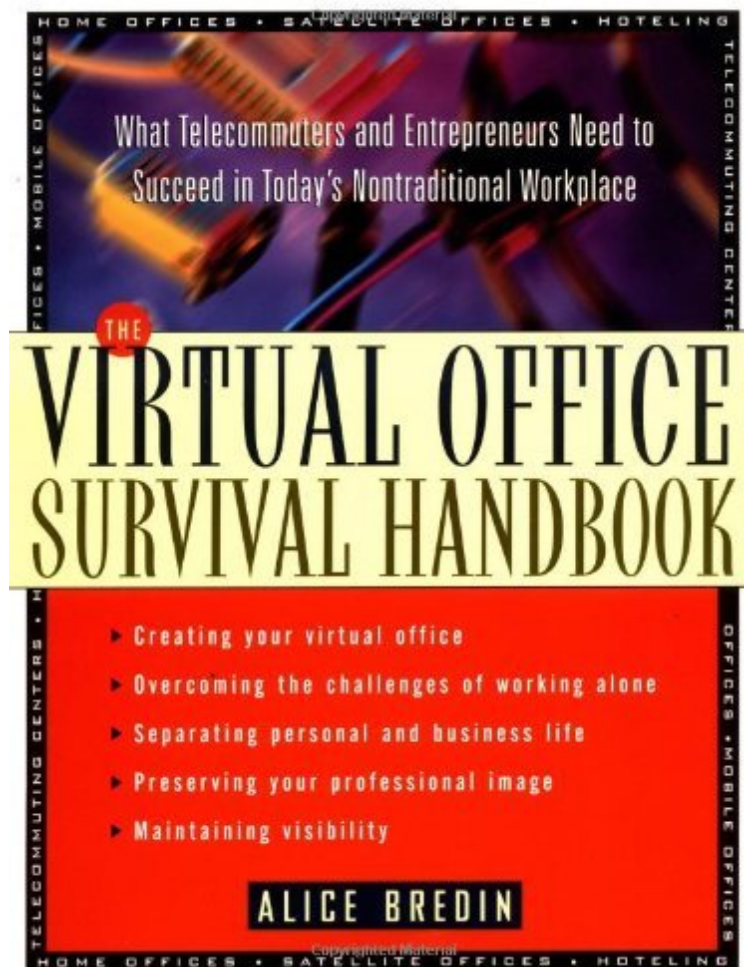


(Online library) The Virtual Office Survival Handbook: What Telecommuters and Entrepreneurs Need to Succeed in Today's Nontraditional Workplace

The Virtual Office Survival Handbook: What Telecommuters and Entrepreneurs Need to Succeed in Today's Nontraditional Workplace

Alice Bredin

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Alice Bredin : The Virtual Office Survival Handbook: What Telecommuters and Entrepreneurs Need to Succeed in Today's Nontraditional Workplace before purchasing it in order to gage whether or not it would be worth my time, and all praised The Virtual Office Survival Handbook: What Telecommuters and Entrepreneurs Need to Succeed in Today's Nontraditional Workplace:

0 of 0 people found the following review helpful. Five StarsBy Michael R. OsborneThis is a book for a class I want to take.0 of 0 people found the following review helpful. Pretty decent conditionBy ReneJust what I needed for my college class. Pretty decent condition. Very pleased.17 of 20 people found the following review helpful. Ahead of its

time in 1996. Somewhat dated now. Well done. By A Customer Even with the explosion in home based technology in the last three years the basics in the book are well researched and well written. I was really hoping to find an updated version of this pioneer work. Having many employees now living the vision Ms. Bredin wrote about I require this book to be read and kept/used as reference. It's almost part of the employee manual. I know when they see the 1996 copyright date, and they think they are doing something new, it seems a chore to have to read the book. In the end all have been happy they did. Looking forward to the update.

Whether you're working at home, on the road, or in any other nontraditional work arrangement, here's what you'll need to set up, survive, and thrive in the virtual office. Alice Bredin, the leading authority on the virtual office, gives you expert advice on: * Getting there--choosing the right business idea, negotiating for telecommuting, and selling your family on your new workstyle * Organizing yourself--structuring your environment, setting up a virtual office in your home or car, dealing with a satellite office situation, choosing and finding the best technology * Maintaining your virtual office--staying in the loop when you're not in an office, keeping in touch when you're on the road, generating business, finding free publicity, adopting the habits of highly successful virtual office workers, maintaining contact with the office or customers, communicating effectively via technology * Surviving--creating and maintaining work/life balance, working at home with kids, avoiding overwork, making sure your accomplishments are recognized, learning to take vacations, staying away from the fridge, being a good boss to yourself Whether you are contemplating this new work arrangement, actively in transition, or firmly entrenched in this workplace revolution, this comprehensive guide is your key to success in your new working environment.

From Publishers Weekly Bredin, who writes the syndicated newspaper column "Working at Home," offers a step-by-step guide to setting up a home office or a virtual office. With an estimated 40% of all U.S. employees expected to work in nontraditional offices by the year 2000, even the cubicle-bound might want to know about these new arrangements and how to make them work best for employers as well as workers. A major reason for resisting these novel work settings is the difficulty of effective interaction between employees and their colleagues or supervisors. Bredin starts by describing the professions and industries most suited to virtual or home offices and the employee personality and temperament that will thrive in the situation. Then she offers first-rate nitty-gritty advice on setting up an office, from choosing computer systems, legal and tax requirements for home business, time management and more. Especially helpful are her strategies for coping with real life--handling rejection, managing child-care crises, keeping up with office gossip and how to avoid nonstop eating. This is an excellent guide for freelancers, small business owners and employees of large corporations who want a flexible work situation. Copyright 1996 Reed Business Information, Inc. From Library Journal Working from home is like the legendary curse: may you get what you wish for. Bredin, who is a commentator for National Public Radio's "Marketplace" and manages two online forums for home-office users, addresses the pitfalls of working at home for either the telecommuter or home-based businessperson. She addresses distractions, isolation, and time management as well as the not-so-obvious headaches like technology support and types of office equipment. Bredin knows the territory and offers assistance on a wide range of concerns from zoning and taxes to when to take a nap. She offers self-assessment tools and problem-solving checklists for coping with whatever challenges might arise. Considering the growth in home offices, this is an essential purchase for libraries. Highly recommended. ?Joshua Cohen, Mid-Hudson Lib. System, Poughkeepsie, N.Y. Copyright 1996 Reed Business Information, Inc. From Booklist Home-based work has never looked so promising to so many Americans, whether they be corporate employees or bona fide entrepreneurs. To forestall all the myths, journalist Bredin dutifully tells the truths about the virtual office, beginning with a readiness survey and concluding with notes about security and fraud protection. In between is a lot of helpful advice, some of which is clearly repetitive (e.g., that on computers and other technological "must haves"), but most of which adds value to existing literature. Consider, for instance, her thoughts on child care and working with a spouse; or ruminate on her words about coworker resentment (for telecommuters), rejection, and isolation. Throughout all the hints and tips, resources and checklists in separate, boxed sidebars. Barbara Jacobs