



## HOW TO WORK FROM HOME

BY

PHILIPPA TAYLOR, [WWW.FEELFABNATURALLY.COM](http://WWW.FEELFABNATURALLY.COM)



In these unprecedented times, many people are either working from home for the first time or are looking to start a new home-based business with a leveraged income to help create a different future.

Having worked from home for 16 years with my PR consultancy and in the last four years partnered with an online wellbeing business, now seems the perfect time to share my experience to help others.

There are three sections to this document to help you work from home:

- 1. Tips on working from home for the first time**
- 2. Questions to ask if you are considering starting a home-based business**
- 3. A reading list of books/audios to help with personal development at home**



While I chose to partner with an online wellbeing business, you may prefer to look at working with utilities, jewellery, make-up, clothes etc or retraining as a coach or fitness instructor for example.

Please [get in touch](#) if you have any questions and I'll help by sharing the information and contacts I have.



## 1. Tips on working from home for the first time

These are the tips which I wish I'd known when I first started working from home back in 2004:

- Clear a space to work where you won't be disturbed all the time: accept that you will be disturbed if you share your home with others so set some boundaries and rules from the get-go. My son knows not to disturb me when there's a phone in my hand or a face talking to me from a screen for example.
- How tidy you keep your work space is up to you but setting up a system where you can find/get out/put away everything quickly without tearing your hair out saves time in the long run. Work out the essentials you need to get delivered in terms of stationery/extra phone chargers/desk lamp/headphones etc and worry about styling the Insta pictures of your home office later...
- If you're reimagining part of your living space as an office by perching on one end of the sofa/dining room table rather than at a desk, make sure your back is supported with cushions and there's natural light available: going Harry Potter in a cupboard under the stairs is not sustainable...
- You are your own IT department so make sure you back up your laptop/PC/iPad daily. I use OneDrive but check out what is compatible with your tech.
- Make a daily action list on what you want to achieve and focus on the three most important and urgent tasks. Everything else is a bonus! I use my diary to block out time for each of these tasks as if they were meetings and let my family know when there's a virtual 'Do Not Disturb' sign on my back.
- Make sure that you look presentable (at least from the waist up) from 9am so that zoom calls don't catch you by surprise!
- Take short breaks regularly throughout the day to do chores; walk around the garden; phone friends and family; do your daily exercise; be creative and relax rather than saving them up for the end of the working day.
- As far as possible, stick to your normal working hours to avoid 'work creep'. Try and schedule your day to take account of when you're most productive too – it really makes a difference.



## 2. Questions to ask if you are considering starting a home-based business

These are the questions I asked myself before linking arms with a home-based online business:

- What am I interested in enough to want to share information to help others and build a leveraged income?
- Do I want to start from scratch with my own idea or would partnering with an established company serve me better so that I don't have to reinvent the wheel?
- If I'm partnering with an umbrella company, is the infrastructure already in place in the countries I want to work in?
- What support and ongoing training will I get as I start my home-based business? Is this training effective and is it free?
- How experienced and innovative are the board members of the company I'm looking at?
- Are the products or services offered by the company I'm researching unique, affordable and consumable?
- Is the market sector I'm exploring saturated online and/or on the high street (future proofing for when life gets back to normal) so that I can be confident that there's room for future growth?
- Am I happy being a product of the product or service I'd be representing?
- What's the financial status of the company I'm considering e.g. is the company listed on a stock exchange or family run?
- What stage of the business life cycle is the company I'm researching in at the moment? <https://www.forbes.com/sites/theyec/2018/01/11/business-life-cycle-spectrum-where-are-you/>
- How would I earn money and what proof is there that it is possible to make a leveraged income if I do the work e.g. an income disclosure statement?
- Is the company I'm checking out a member of the Direct Selling Association (<https://www.dsa.org/>)?



### **3. A reading list of books/audios to help with personal development when working from home**

Working from home gives you a fabulous opportunity to undertake some personal development by going back to being a student. Whether you prefer to read a hard copy or Kindle version, watch a video on YouTube or listen to an audiobook, check out this list of ten of my favourites and ask friends for their recommendations:

- 168 hours: You Have More Time Than You Think by Laura Vanderkam
- The Compound Effect by Darren Hardy
- The Slight Edge by Jeff Olsen
- Network Marketing: The View From Venus by Carrie Dickie
- The 7 Habits of Highly Effective People by Stephen R. Covey
- Go Pro by Eric Worre
- Daring Greatly by Brené Brown
- Attitude is Everything – Jeff Keller
- The 15 Invaluable Laws of Growth by John C Maxwell
- The Four Agreements by Don Miguel Ruiz

I hope you've found this information on how to work from home interesting and I'd love to have your feedback. If you are interested in starting a home-based business sharing information to help others be proactive with their health, please check out these links:

- <https://unlockingyourpotential.com> for the clinical research behind our products and company information
- <https://feelfab.lifevantage.com/uk-en/> (click on the flag in the top left hand corner to check if we are open for business in your country) to review our wellbeing, skincare and haircare products
- <https://feelfab.lifevantage.com/uk-en/support/resources> for our income disclosure statement and other company resources.

***Wishing you every success in working at home.***