



The Home Office Solution: How to Balance Your Professional and Personal Lives While Working at Home

Alice Bredin

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Practical advice and proven techniques to succeed and prosper in your home office If you're one of the millions of people currently working out of your home, you know that, along with independence and flexibility, there are challenges. Home office workers face isolation, stress, burnout, time management issues, family and relationship conflicts, and procrastination, among other concerns. Now, America's leading virtual office authority gives you the tools and techniques you need to thrive. Keep yourself motivated-and productive-as you learn to: Manage time and workload-avoid scheduling conflicts, control interruptions and distractions, overcome overwork Balance work and home life-prioritize responsibilities while constructing boundaries between home and office, deal with spouses and children Cope with emotional fallout-manage stress and burnout; overcome depression, isolation, and rejection Maintain good health-establish routines of regular sleep, nutrition, and exercise; organize a safe work environment Become your own best boss!

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