

Organization is the key to Working from Home

Author:
Resale Rights

Created On: 07 Oct 2009 10:19 PM

As long as you are organized a work a home mum can work efficiently with minimal stress. Getting organized is the key to making your life as a work at home mom efficient and, relatively, stress free. If you can get and stay organized, your business and your home life will flourish. Without taking some simple organizational steps youâ€™ll be swamped with work and overwhelmed with laundry in no time.

One of the most important parts of getting organized as a Wahm is to establish business hours. Setting up specific working times during each day has many benefits. First, youâ€™ll be more consistent with your work. Once youâ€™ve gotten used to starting and stopping at a specific time each day youâ€™ll work more efficiently. Youâ€™ll manage your work time better and reduce distractions like checking your e-mail or watching television. Youâ€™ll also be less likely to pick up things to do here and there, like laundry or taking time to errands. If you have set working hours, youâ€™ll schedule those tasks around your work time so youâ€™ll be more focused during your work time. It will help your family and friends understand that you are working while you are at home, and you wonâ€™t be available during those hours.

Next, you need to start delegating tasks to other family members. It may seem easier to do everything yourself, but once you have work duties on top of household duties youâ€™ll realize how few hours in the day there actually are. There is nothing wrong with asking your children to fold the laundry, or having your husband cook dinner a few nights a week. By sharing the household duties as a family, youâ€™ll have more time to get your work done and feel more rested. The important thing to remember when you delegate is that things wonâ€™t be done the way that you would do them. However, they are getting done.

Planning your work and family activities will make the whole house run smoother. If you donâ€™t have a daily planner, then you need to get one. It doesnâ€™t matter if it is a paper planner or a computer application. When you use a planner to write down everything that needs to be done, and then plan each activity for a specific time then youâ€™ll have the opportunity to manage your time more wisely in and out of your home office.

Organizing your home at large will help make your business more organized. While it may take a while to establish some organizational habits in your house, your efforts will be well worth it.

Donâ€™t try to get organized in a weekend or even several days. Work up to a level of organization. Start small with your desk space. Organize the things in your desk and top of your desk. Make sure that everything that you need has a place, and toss or donate things that you donâ€™t need. Then move on to another portion of the house. When something is out of place, itâ€™s easy to put it back in its home once youâ€™ve taken the time to organize your storage spaces around the house. If need be, take a trip to an office supply store or home improvement store and buy items like bins, cabinets and shelves that will help you stay more organized.

Getting organized as a Wahm does take some time and effort. Realize that with time your organizational system will get better. Get your family working together so you can successfully

balance working from home with family life.