

Pros, Cons To Think About Before Opening A Home Office

There are many days when most of us would rather work from home in our comfortable clothes rather than don "professional business attire" and commute to work. Because of modern technology many of us already own a PC, FAX Machine, subscribe to an Internet provider, send and receive e-mail for our own personal use and are already set-up to work from home. Sounds pretty appealing to have a "home office"; but do you have what it takes to be successful? Do you consider yourself to be a self-starter/self-stopper that can manage your own workload? Has your employer entertained the idea and can it be done in your current position? To follow are the benefits and drawbacks that must be considered before you start to remodel your basement.....

Benefits To A Virtual Office:

- A balance of both work and family can be achieved.
- No travel/commuting time for the employee.
- Cost savings on meals and dry cleaning for the employee.
- The time spent around the "water cooler" has now been eliminated therefore allowing employees to focus all of their energy on developing and building relationships with customers.
- Casual clothes can be worn to work.
- You are your own boss; who's going to be looking over your shoulder & monitoring your phone calls?
- Costs are minimal to the employer for phone lines, telephones, fax machines, PC's and printers.
- In some states, employers that set people up in virtual offices receive tax credits for protecting the environment.

Drawbacks To A Virtual Office:

- You can be easily distracted by children, spouse, in-laws, neighbors, Oprah, Rosie, HSN etc....
- You can become a workaholic; always trying to stay ahead of the game. When the work day is over, close the door behind you.
- You are your own secretary, office manager, janitor, computer technician in a virtual office. Are you too important to put stamps on an envelope or load paper in the printer?
- Do you personally require attention and adoration from fellow colleagues? If you work from a virtual office do you feel that you are locked into a particular position? Are you passed over for promotions because you don't have much face-to-face contact? As an employee you might feel "out of sight , out of mind".
- No need to purchase or update your professional work attire- Who will you show it off to? Who will comment on your new tie or new shoes?

- If you are the type to hit the snooze alarm repeatedly in the morning, don't worry. You might lose your sense of urgency to get to the office "on-time". This can become a real problem if you don't view your job as important.
- Should you develop the habit of talking to yourself, don't worry, no one hears you or will answer.

As we approach the twenty first century the trend towards, telecommuting and virtual offices has begun and is here to stay. If monitored and executed properly it can be rewarding both for employees and employers.