Work from Home
Quick-Start Guide
The Info You Need to Work Remotely
Hello! I’m Ashlee Anderson, remote work enthusiast, friend to freelancers, and all around advocate for out-of-the-cube careers.

But, enough about me, let’s talk about you.

You’ve decided that you want to work from home. That’s great! Once you come to this decision, you probably envision yourself wearing nothing but PJs and yoga pants the rest of your working days while everyone else slaves away in a cubicle.

And, while you do get a lax dress code as a home-office worker, you get a lot of other benefits the second you become a remote worker – some you may not have even considered!

**Time Saved**

How long is your commute? The average worker spends 25 minutes going to work and another 25 minutes returning home at the end of the day.

Those 50 minutes, 5 days a week for 50 weeks out of the year (assuming you take 2 weeks vacation) amount to a whopping 12,500 minutes commuting annually.

That’s 208 hours – 8.68 days – of your precious time spent behind the wheel.

**Money Saved**

I love to make money (I’ll bet you do too). But I also love to save money. And working remotely saves a good chunk of change every day – probably more than you think!

When you add up money spent on gas, lunch tabs, and business wardrobes needed as an office worker, it comes out to more than $2,600 annually – money you’ll immediately start saving when you work from home.

**The Happiness Factor**

As if saving time and money weren’t enough, there’s also the oh-so important happiness factor that comes with working remotely.

Maybe it’s the lack of office politics or having our cats as coworkers, whatever ‘it’ is, telecommuters are some of the happiest workers around.

And I don’t know about you, but I’m never going to say “no” to an extra dose of happiness in life.

**1 in 4 Workers Telecommute At Least Some Of The Time. You Can Too.**
A GOAL WITHOUT A PLAN IS JUST A DREAM

Job searching is not for the faint of heart. And remote job searching requires even greater tenacity.

To make the most of your search and to increase your chance of success, the first thing you should do is create a job search plan. And it couldn’t be simpler.

You see, many remote job seekers tend to look at work from home jobs collectively as if working from home in and of itself was a job. In reality, there are many ways to earn a full-time living from home. Some may work for you and your current situation and others, not so much.

When you create a remote job search plan, you can focus on the types of jobs that make sense for you and forget about those that don’t.

Sounds easy enough, right? It is! In this guide, we’ll cover it all so you can go from remote daydreamer to remote worker pronto.

There’ll also be tons of helpful pointers, resources to help you reach your end goal and tools to maximize your job search.

Sound good? Good!

But first things first, you’ll need to envision yourself in your next job. Sure you’re working from home, but what else?

Ask yourself these questions:

What’s Your Likely Job Title?

What’s Your Schedule Like?

What Industry Are You In?

Are You Working For Yourself?

Your answers to the above questions will help guide you in your remote job search.

Keep those answers in mind as we go over the three main types of at-home employment in the upcoming pages.

You’ll quickly find that one of the types of employment will more closely align with your ideal remote job than the others.

And once you recognize this, you can forget about the other types of employment and focus your job search. Once you have a more narrow focus, you give your job search purpose. And this renewed sense of purpose will help you realize your work-from-home goals more quickly. Promise.

Ready? Settle in ‘cause here we go. Oh, before I forget, please send an SOS on Twitter if you need it.
Employee

If you’ve ever worked an in-office job, you already know what it’s like to work from home as an employee! Seriously, you can expect pretty much the same arrangement but instead of commuting and in-person meetings, you’ll ‘meet’ with and ‘interact’ with coworkers virtually.

As an at-home employee you:
• Are benefits eligible
• Receive steady pay
• Have taxes withheld from your check
• Adhere to employer-set schedules
• Ask permission for paid time off
• Maintain a quiet home office

Consider Employee Jobs If You...
• Have a quiet home office setup
• Prefer working for someone
• Place a lot of value on benefits and PTO
• Can accommodate a structured schedule
• Have a distraction-free office environment

Look Elsewhere If You...
• Have kids in your care during business hours
• Are unable to provide a dedicated office space
• Desire a flexible schedule
• Prefer working by yourself
• Want to work wherever you want

Where To Search For Employee Jobs
Indeed - The world’s largest job search engine
Remotive - A community of remote workers
WeWorkRemotely - A job board with remote leads
AngelList - List of startups, many offer remote jobs
Rat Race Rebellion - Updated daily at-home jobs
Jobs2Careers - Easy-to-search job board

Further Reading
Think you have what it takes to land a work-from-home employee position? Read up on the finer points of finding (and landing!) one:
7 Quick Tips to Find a Work-from-Home Job Fast
Mistakes You’re Making In Your Remote Job Search
19 Remote-Friendly Companies You Can Build a Career With
Where to Find Real Remote Jobs That Actually Pay The Bills
Customer Service Jobs with Benefits

My Ebook, The Ultimate Guide to Finding a Full-Time Remote Job with Employee Benefits, is now available at Gumroad. It’s 74 pages packed full of actionable advice that can help you figure out if working from home is right for you and, if so, where to find a job. The best part? It’s priced to sell under $10! Go ahead and grab your copy today!
A whopping 1 in 3 workers now earns at least part of their income freelancing! But even though it’s a hugely popular way to earn a living from home, many remote job seekers believe they don’t have what it takes to become one.

I disagree. In fact, I truly believe everyone has a skill they can package into a profitable service. Even you.

**As a freelancer you:**
- Are not an employee or benefits eligible
- Get to set your own schedule
- Become responsible for taxes
- Find your own clients
- Set your pay rates
- Enjoy the flexibility to work whenever wherever

**Consider Freelancing If You...**
- Want to set your own schedule
- Need to work while taking care of family
- Are able to self-motivate to build your clientele
- Like a challenge
- Enjoy working autonomously

**Look Elsewhere If You...**
- Thrive in a structured 9 to 5 environment
- Place a lot of value in work-related benefits
- Find it difficult to adapt to new work assignments
- Aren’t self-motivated to get work done

**Where To Search For Freelance Jobs**
- Indeed - The world’s largest job search engine
- Jobs2Careers - Easy-to-search job board
- Upwork - The biggest freelance marketplace
- CloudPeeps - A community of freelancers
- FreeeUp - Ecommerce freelance gigs
- Dice - Freelance tech jobs

**Further Reading**
- Ready to launch your own flexible (and fun!) freelance career? That’s the spirit! But first, I recommend checking out these articles for a little more information:
  - How To Find Your Skill That Sells
  - Freelance Websites: Where To Find Work
  - Start a Freelance Website That Sells Your Services

**Free Freelance Courses You Can Try**
- Become a VA in 30 Days Or Less
- Freelance Writer in 30 Days Or Less
- Proofreading Mini Course
- Transcription Mini Course
- Legal Transcription Mini Course
- Transcript Editor

1 in 3 Workers Earn At Least Some Of Their Income Freelancing. You Can Too.
Entrepreneur

It can cost A LOT of money to start your own business. This is especially true for traditional brick-and-mortar stores.

In fact, steep startup costs may have prevented you from launching your own business. But, today, thanks to the many ways to set up shop online, upfront business expenses don’t need to crush your entrepreneurial spirit.

Instead, you can get an online business up and running even with the tiniest of budgets.

But it’s still a big decision whether or not to launch. So, before putting your hard-earned money (and time, energy and effort) into your own online biz, figure out whether or not it’s really for you!

As an online entrepreneur you:

• Are your own boss
• Dictate your own success
• Enjoy plenty of freedom & flexibility
• Can grow organically as demand dictates
• Have unlimited opportunities to earn
• Can build your own schedule

Consider Entrepreneurship If You...

• Want to set your own schedule
• Need to work while taking care of family
• Are able to self-motivate to build from scratch
• Like a challenge
• Enjoy working autonomously

Look Elsewhere If You...

• Are not able to wear many hats a biz owner
• Prefer predictability in work
• Aren’t up for a rewarding challenger
• Can’t dedicate the time needed to grow

Online Entrepreneur Ideas

Start a Money-Making Blog
Become an Infopreneur
Sell Digital Downloads
Launch a Niche Job Board
Amazon FBA
Online Re-Seller
Jewelry Merchandiser

Resources to Help You Launch

Launching an online business takes a lot of work. Fortunately, there are a number of free and paid-for resources that’ll help you every step of the way. Below are some of my favorite platforms, tools, and courses that I’ve used in my online business adventures.

Kindle App - If you don’t have it already, download it so you can read your ebooks on the go.

Kindle Unlimited - Try it free for 30 Days and read tons of helpful entrepreneur-minded eBooks

Skillshare - My favorite place to learn something new! Use the free 30-day trial to sharpen your business skills to have a successful launch.

Bookkeeper Academy - Entrepreneur named bookkeeping as one of the most profitable online businesses. Take a free intro course to see if it’s the right online biz for you.

Amazon FBA Free Intro Course - Get a slice of the multi-billion dollar pie as an Amazon seller.
Now that you know what each of the three main types of at-home jobs entails, did you figure out which one makes sense for you given your current responsibilities, schedule requirements, and ultimate goals?

I hope so. Knowing which type of work-from-home job is right for you is important information you need to know to help you get from where you are today to ultimately realizing your goals, whatever they may be.

Don’t get caught up so much in the details of the different types of employment just yet. First, identify whether you prefer and can accommodate employee positions, freelancing, or entrepreneurship.

From there, you can take the steps needed to get from Point A to Point B. More often than not, you’ll need to do some research and use the resources listed in this booklet to get from one step to the next.

Remember, you won’t find a remote job, become a freelancer, or launch an online business overnight. It takes time!

Just remember to keep moving in the right direction as you work to achieve your own work from home happiness.

And, if you ever need anything, have a question, or need a pep talk, ask! I’m always happy to help. You can find my contact information below.

Whatever you do, don’t give up! Often, your goals are more easily attainable with the right knowledge.

For example, if you want to become a freelance writer but have never written professionally, take an online course to guide you. Don’t let not knowing the answers right away keep you from accomplishing what you set out to do.

There are many free resources out there that can give you the knowledge you need to get where you want to go.

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