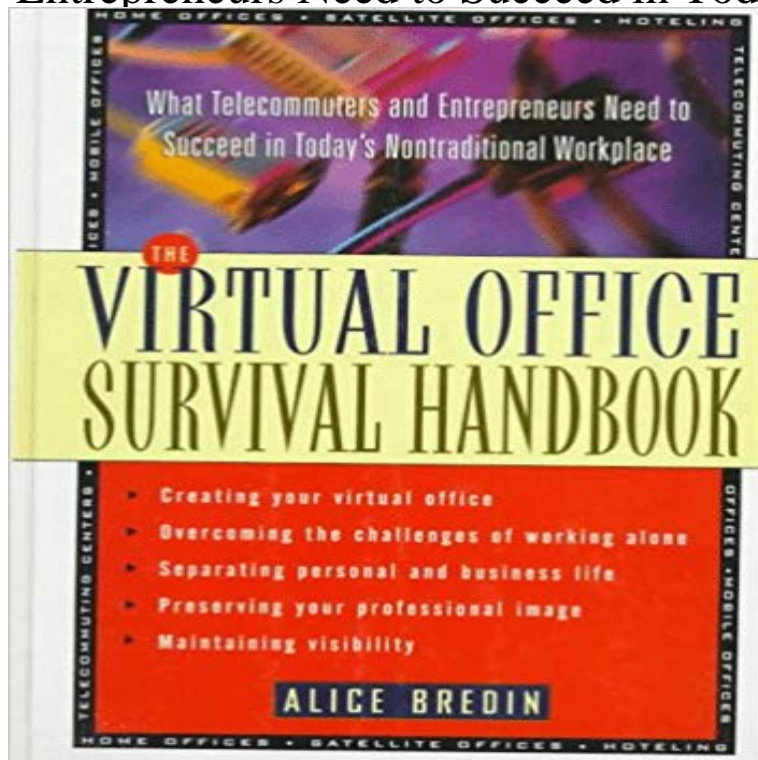


The Virtual Office Survival Handbook: What Telecommuters and Entrepreneurs Need to Succeed in Today's Nontraditional Workplace



Whether you're working at home, on the road, or in any other nontraditional work arrangement, here's what you'll need to set up, survive, and thrive in the virtual office. Alice Bredin, the leading authority on the virtual office, gives you expert advice on:

- * Getting there--choosing the right business idea, negotiating for telecommuting, and selling your family on your new workstyle
- * Organizing yourself--structuring your environment, setting up a virtual office in your home or car, dealing with a satellite office situation, choosing and finding the best technology
- * Maintaining your virtual office--staying in the loop when you're not in an office, keeping in touch when you're on the road, generating business, finding free publicity, adopting the habits of highly successful virtual office workers, maintaining contact with the office or customers, communicating effectively via technology
- * Surviving--creating and maintaining work/life balance, working at home with kids, avoiding overwork, making sure your accomplishments are recognized, learning to take vacations, staying away from the fridge, being a good boss to yourself

Whether you are contemplating this new work arrangement, actively in transition, or firmly entrenched in this workplace revolution, this comprehensive guide is your key to success in your new working environment.

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