

TELECOMMUTING

Is it right for you?

Telecommuting is not for everyone. You must manage your time without someone looking over your shoulder, know how to organize your work day, have the discipline to set a schedule and ensure everything gets done on time. If you have those skills, telecommuting may be right for you.

Regular work at home, non-self-employed, employees have **grown by 103%** since 2005.

3.7 million employees

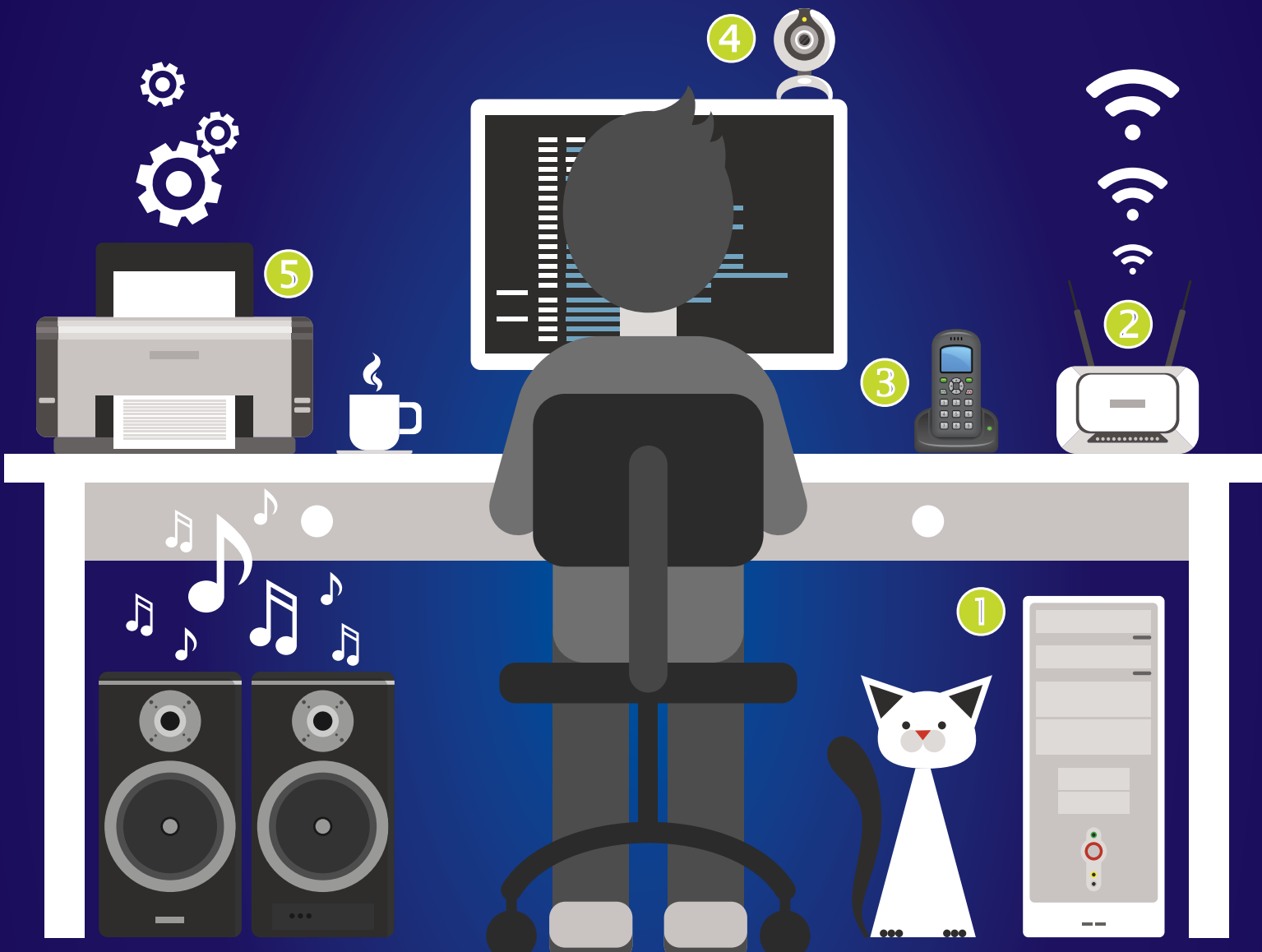
(2.8% of the workforce) **work from home at least half the time.**



RECOMMENDED TECHNOLOGY

① Your **COMPUTER** should be able to handle your workload, both software and hardware. Use a laptop to stay mobile.

② Choose **HIGH-SPEED INTERNET** for seamless networking with your employer. Secure your Wi-Fi connection if using wireless.



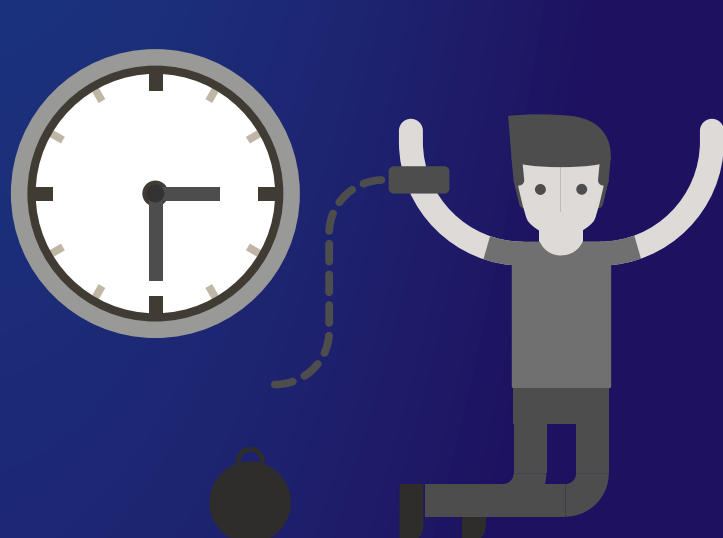
③ Some employers require a dedicated **LANDLINE PHONE** that is separate from any phone line you use for personal calls.

④ Give presentations right from your home office with a **WEBCAM**. Web conferencing allows you to still "attend" meetings.

⑤ Printers, scanners, copiers and multiple monitors can all help you be more productive, but may not be required by your employer.

BENEFITS

Achieve a more desirable balance between work and home.



Work schedule and location are more flexible.

Can't get to work due to a bad storm? Now you don't need to!



Save money on food, daycare and transportation expenses.