



6 SECRETS OF
SUCCESS FOR THE
'AT HOME'
ENTREPRENEURSS
THE SAVVY GIRLS GUIDE TO WORKING FROM HOME

1. CREATE AN INSPIRING WORK AREA



Whether it's an actual desk or just a space on your dining room table, you need a place that makes you want to sit there all day. It's highly unproductive to sit on your sofa or in your bed while doing work. You need space that is not only beautiful but functional for making to do lists, creating proper files, taking notes from phone calls, etc.

ESSENTIALS FOR AN INSPIRING HOME OFFICE:

- 1. Blooms.** You never can have too many flowers. They are instant pick-me-ups and give you mental stimulation during unproductive moments.
- 2. A very comfortable chair.** I always like to keep a stylish pillow on my chair for back support since sitting for hours is necessary.
- 3. A proper + pretty filing system.** I'm obsessed with label makers and pretty file folders.
- 4. A note pad and plenty of pens.** It's important that you take down notes for everything you do. Every phone call, every idea, everything and anything you may want to remember.



2. GET UP, MAKE UP & GET DRESSED!

The luxury of being a freelancer is that you can be in the comfort of your own home while you work. It's like living the dream. However, when you get stuck in your pj's all day, it doesn't help you stay focused and driven during your work day.

Studies have shown that when working from home, those who get ready, put on their makeup, fix their hair, put on a presentable outfit are entirely much more productive when working from home. Even if you just throw on some comfortable but stylish clothes, a little bit of mascara & hair in a cute bun, that will work. You will feel so much better if you do.

Don't believe me? Test it. See if you can tell the difference when you make yourself up in the morning versus staying in your pj's all day.



MY GO TO LOOK:

loose sweater or tee + black leggings/jeans

(this way if I need to leave for an appointment, I can throw on a blazer and pumps & be out the door) Also, don't forget smelling good + easy accessories work wonders!



3. STICK TO A VERY SPECIFIC AND SET SCHEDULE

When you work from home a set calendar is so important. You will want to schedule everything from lunch, workout break, doctors appointment, phone calls, meetings, errands, appointments, trips to the stationary store, etc. I like to sync up everything on my computer calendar and my phone so I get alerts throughout the day that remind me of how to effectively use my time.

SECRET OF SUCCESS: SCHEDULE THE TIME YOU CHECK YOUR EMAIL.

The thing about checking emails is that is such a time sucker and one of the main things that can distract you from keeping on track. In the book “4 hour work week” by Tim Ferris, he credits much of his success to limiting his email time. Pick a 45 minute time frame and then STOP!

4. TAKE 45 MINUTE BREAKS THROUGHOUT THE DAY.

When you work at home, your mind can wander off into a thousand different things when you sit and are focused on one things for too long. I encourage you to take breaks throughout the day and clear your mind so that when you return to work you can be clearly focused and produce better work.

- Be sure to schedule your time and set an alert so you can return promptly.
- Try journaling your thoughts and ideas if you don't know what to do on your break time. This will help you with clarity.
- Get outside, take a walk, exercise. This will get your blood going and oxygen flowing which will also give you bursts of creative ideas if you are stuck.
- Drink green tea and/or add chia seeds to your water for extra boosts of energy.



5. *DE-CLUTTER YOUR HOME*



When you've got too much extra "stuff" around your home, you will be much more likely to get distracted. Having an organized and tidy home just breeds productivity and success. Keep your space clean too, dust flying around, dishes in the sink and things on the floor will distract you from your day.

GOT A SEC? TRY THIS:

CREATE A MAYBE BOX FOR ALL THE THINGS YOU MAYBE WILL GET RID OF.

USE REED DIFFUSERS, CANDLES + GREAT CLEAN SMELLING SPRAYS.


DESIGNATE A PLACE FOR ALL MAIL, BILLS & INCOMING PAPER.

CLEAR OFF ANY AND ALL COUNTER SPACE.

6. JOIN OUTSIDE NETWORKING GROUPS, ORGANIZATIONS AND GET SOCIAL.

Working from home can be lonely sometimes. If you don't have a team or a few co-workers, you've got to get out and get social. To stay sane you will need a support group of people for bouncing ideas, sharing tips, venting struggles, etc. You will learn some of the most valuable things from your network. I highly suggest you attend conferences in your industry to meet like minded individuals. You can also show up to events in your area and network. Set up a meeting about once a month with your support system. This is the best part of being an entrepreneur, the freedom to cherish the wonderful people in your life. So don't miss out on this crucial step.



A photograph of a laptop on a bed with white linens. In the foreground, a tray holds a lit candle and a glass of water. The scene is softly lit, creating a cozy atmosphere.

I love having the opportunity to work from my home or from my bed if I choose. Having the freedom of an entrepreneur is something I have always dreamed of.

You can have it too! Want to take the leap and start your own business or just take the one you have to the next level, where you can work from wherever?

I can show you step-by-step how to do it.

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xo Ashlina