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## The Home Office That Works - 2016 Edition

By Joseph W Webb

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. The Home Office that Works is a practical step-by-step guide to the process of setting up and working in a home office and managing your time, the distractions, and the people (and pets) in your life. The authors draw on their combined 40+ years of working at home. They offer a practical set of tips and strategies for maximizing at-home productivity. From setting up the physical office, to handling long-distance interaction and collaboration, office technology, navigating healthcare options and tax planning, to promotion and networking, The Home Office that Works is an indispensable guide to your work-at-home life. This 2015 edition includes new a section about selecting and managing telecommuters, and also many of the new cloud computing resources available that can streamline bookkeeping, document and file management, and collaboration. The 2016 edition is updated throughout, with all-new sections about telecommuting, cloud computing, and co-working spaces.



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