Ways of working

flexitime 弹性上班制

job-sharing 轮班

shift work 换班

socialising 社交 socialising skills 社交技能 online socializing 网络社交

teleworking 在家办公

temping 临时工

collate 核对

freelance, temping, consultancy:

It's great because I'm my own boss, but I still work with lots of different people.

hot-desking:

I wish I had my own space. I have to carry everything around in my bag and sometimes there's nowhere to sit

temping:

I like it because it's only for a couple of months and I'm saving up to go round the world

shift-work:

The only problem is sleeping. You body never knows if it's night or day!

teleworking:

It can get a bit lonely at times. And I miss my colleague and all the office gossip

part-time, teleworking:

My children are at school so it lets me spend more time with them.

job-sharing:

When one of us wants a week off, the other person does a few extra days so it's fairly flexible

How to job-share

1. Find the perfect partner

Find someone you like. 'Be prepared to communicate and share credit and blame.' says Carol Savage, the managing director of Flexecutive, a flexible working consultancy.

1. Open your mind

Bosses should consider requests for flexible working from employees with children under six. So embrace the benefits: 'Twice as much experience, skills, brainpower and energy,' Savage says.

1. Plan for disaster

Always discuss the worst-case scenarios.

When Margaret Mills, a teacher, lost her job-share partner because of a family illness, a return to full-time work seemed inevitable 'We had been over-optimistic. I did manage to find someone else who fitted in with me, but I am very lucky.

1. Get organised

Plan the system for handing work over carefully and play to each other's different strengths. Delegate the workload according to each other's particular skills and qualities

1. Set your limits

Managers should clarify what they expect in terms of hours, availability and results, and employees should manage their employer's expectations. Sue Osborn, a job-sharer for 21 years, says, 'We're often asked to do five-day weeks. Eventually you just have to say no.'

1. Put pen to paper

Agree in writing arrangements for holidays, parental leave, retirement, etc. Everyone should know where they stand from the beginning.

1. Don't feel guilty

Don't work untill 1am at home to make up for not being in the office every day.

1. Two become one

Clients may not like having to deal with two people working closely together. As Savage says: 'A job-share should be like a marriage -one voice, one unit.'

I: ok, Michela. You work from home now. Can you tell me about a typical day?

M: Sure, I always get up around seven and the first thing I do is get the kids ready for school. I take them at eight thirty and then I always start work at nine.

I: Do you ever have a day where you decide to have the morning off and start work later?

M: No, you can't do that. It's important with home-working to have a timetable and stick to it. If you end up watching TV or doing the cleaning then it's not for you. So I have lunch at twelve and finish work at two thirty to get the children

I: Was that why you gave up your office job?

M: Yes, I wanted to spend more time with the children. It gives me more flexibility. Sometimes I need to work in the evening but usually it isn't a problem

I: So how long have you been doing this kind of work?

M: For about five years, I have been with the same company since I left the school, but with the Internet and technology it is easy now to be at home

I: So your employer doesn't mind

M: No. It means the company saves money on office space and as long as I get the work done, they are happy. Sometimes I still go into work to meet clients and so on. For example, I'm going in nearly every day this week because we have visitors from another company and I can't really invite them over to my house. Besides, it's nice to go in every so often. I like to see people and catch up on the gossip and the news with my colleagues. I miss that side of going into work every day.

I: Is there anything else you miss?

M: Ermm. No, not really. And I'll tell you what I really don't miss and that's having to spend two hours commuting on the bus and train every day

Working from home

Even at home, always set yourself a timetable

You need to find a quiet place to work, where there are no distractions

If you communicate with a client on the phone today rather than face-to-face, it's still important to dress for work as normal.

Now that you have escaped from the office, you'll still need peace and quiet at home. Don't answer the door to neighbours or make social calls

Once you have been working from home for a while, you might feel a bit lonely. It might be worth going into the office once or twice a week.

After you have been at the computer for a few hours, remember to take a break -why not leave the house and go for a walk outside?

Be strong. When a friend calls and asks you out to lunch, say what you would say in any other job: 'Sorry but I am working on something at the moment. How about after five instead?

Make sure colleagues and clients can reach you and answer the phone as though you are in the office

Making contacts

To you, networking might mean attending a conference or trade fair event(商品交易会) to meet new clients or partners. Or it could be the coffee break at work where you share ideas with colleagues in other departments. But nowadays networking have become an event in itself.

For example, Pricewaterhouse Coopers offer its female staff a formal networking group called PwCwomen. With 900 members, it organises events ranging from informal drinks evenings to coaching events. Tina Hallet, who is responsible for the group, says that she got involved in networking because I'd got to a reasonably senior level and I wanted to help other people to maximise their potential.

You don't have to be senior to run a network though. Vicky Wood and Sally Hopkins had the idea for the City Girls Network when they first moved into London's corporate world and wondered how to get to know other women. 'We couldn't find anything for people with no experience. So we thought we'd start our own'. From twelve friends meeting regularly, it rapidly grew to 250members from many different organisations. It's a great to make useful contacts and bring in potential business.

Fiona Clutterbuck is co-chair of a network for the bank ABN AMRO. 'Women tend to think of networking as socialising and give it low priority.' But given the chance, women will network - as the bank's last 'speed networking' event demonstrated. 'With over 100 women and men, it was a great success. It is amazing how many people you get to meet from different parts of the organisation