

A BUSINESS ROADMAP FOR PROFESSIONAL PHOTO ORGANIZERS

MANAGING REMOTE WORKERS

When working from home, "teleworking", or working from remote job sites of any kind, there are certain considerations that apply:

- Scheduling and timekeeping
- Equipment usage
- Environment and safety
- Information management
- Communication with the team, managers, and the client

SCHEDULING AND TIMEKEEPING

Just like anyone who works from a home office, a schedule or routine is key to have in place. In a traditional office environment, co-workers create accountability and a sense of parallel activity during traditional business hours. A home office environment is much more challenging due to its solidarity nature. People must also be aware of the distractions present in the household such as chores, pets, and meal preparation/consumption/clean up. The most productive "home-workers" are those that have very clear boundaries, a set schedule that they adhere to without fail, and an environment that creates the opportunity for them to work.

TIMEKEEPING FOR EMPLOYEES

Using a timekeeping software app like TSheets or Google timesheets for any worker is not only helpful, but also legally required. An employee can clock-in for a client project or administrative tasks easily using TSheets or Intuit, and the timesheets can then build the invoice. We like TSheets because it creates no ambiguity of time spent working by our employees, and it geofences them in their location.

Sample Work from Home Schedule for the Early Riser:

| | | | |
|----------|-----------------|--|-------------|
| 5:30 am | Wake | Exercise, Shower | Eat |
| 7:00 am | Work on Project | Finish up work from yesterday before checking new work assignments | |
| 9:00 am | Check Emails | Plan, Readjust | Snack |
| 9:30 am | Work on project | | |
| 11:30 am | Check Emails | Respond and Plan | Eat |
| 12:30 pm | Work on Project | | |
| 2:30 pm | Check Emails | Communicate, Plan | Snack |
| 4:30 pm | Check Emails | Plan for tomorrow, answer emails that are due today | |
| 5:00 pm | STOP Working | Family and Personal Time | Cook Dinner |

Sample Work from Home Schedule for a Not So Early Riser:

| | | | |
|----------|-----------------|---|-----------------------|
| 7:30 am | Wake | Exercise, Shower | Eat |
| 8:30 am | Check Emails | Plan, Readjust | |
| 9:00 am | Work on Project | | Snack |
| 11:30 am | Break | Walk? Read non-work material | Eat |
| 12:30 pm | Check Email | Communicate, Plan | |
| 1:00 pm | Work on Project | | |
| 3:00 pm | Break | Some Personal Time | Snack |
| 3:30 pm | Work on Project | | |
| 4:30 pm | Check emails | Plan for Tomorrow, answer emails that are due today | Cook dinner; exercise |
| 5:30 pm | Check Emails | Communicate, Plan | |
| 6:00 pm | STOP Working | Family and Personal Time | |