# OFFICE PROCEDURES

# TELEWORKING / TELECOMMUTING DEFINED

#### **Telecommuting:**

working at home for all or part of the workweek rather than going to the office

#### **Teleworking:**

a broader term referring to the use of telecommunications to work from home, from a client's office, from the field, etc.

#### TELECOMMUTING: ADVANTAGES TO THE WORKER

- Fewer distractions from co-workers and others
  - Resulting in greater productivity
- More flexibility in organizing daily tasks
  - Flexibility of work times and work style
- Savings in time, commuting and costs
  - Time spent on commuting could be spent working
  - No hassles with traffic
  - No costs for fuel and parking

### TELECOMMUTING: ADVANTAGES TO THE WORKER...

- Higher job satisfaction
  - Freedom to do it "my way"
- Opportunity to keep one's job despite moving to another part of the country
- Personal income tax incentive
  - A portion of the home-related costs can be used as a personal income tax deduction

# TELECOMMUTING: *DIS*ADVANTAGES TO THE WORKER

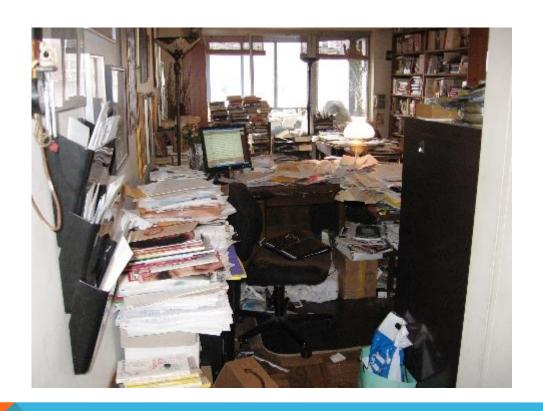
- Isolation and lack of socialization
- Lack of separation between home and work
- More distractions from family
- Potential for excessive work hours

## TELECOMMUTING: *DIS*ADVANTAGES TO THE WORKER...

- Less awareness of changes in the company
- Out of sight, out of mind the fear that management has forgotten about me
- Potential for increased costs for having to acquire your own equipment / supplies

## SUCCESS QUALITIES OF A SUCCESSFUL TELEWORKER

- To be successful as a teleworker, you must be able to say "yes" to each of these questions:
  - Do you have the maturity, self-discipline, and the ability to work with little supervision?
  - •Are you flexible?
  - Do you have appropriate knowledge of technology (both software and hardware)?
  - •Are you consistent and productive?
  - •Do you have organized work habits?



End