

My Working At Home Experience

BluePrints Step#1



The Ultimate Automatic System Online

<http://www.automaticsystemonline.com>

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My Working At Home Experience BluePrints Step

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How To Set Up Your Home Office and Get Organized

So, you've decided to work from home. Congratulations! Operating a home based business can be a wonderfully rewarding experience. It is important to note that an organized business will be more successful and productive. Here are some tips to help you get organized, no matter what business you are starting.

Set Up Your Office Space

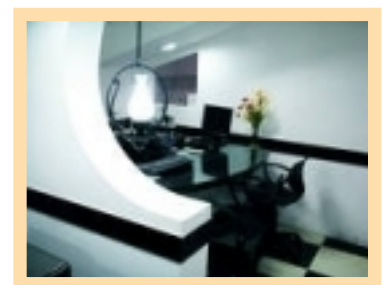
First, you need to decide where your office should be located. It is best to set up your desk in a quiet room away from household traffic and noise. If you are planning to meet or speak with clients in your home, you may want to consider setting your office up in a separate room if possible.

Your office should have enough space to be able to perform your duties easily and also plenty of room for everything you need. Besides your desk and chair, your office space may also require room for other large items such as:

- computer
- printer and/or fax machine
- file cabinets
- bookshelves

Since you are operating a home business, you may also want to consider installing the following if they are necessary:

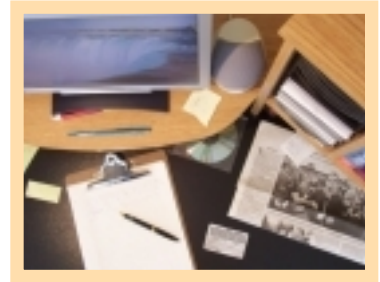
- internet connection
- dedicated phone



Have Your Supplies Ready

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very business, including those that are home based, will require office supplies. Depending on your home business, you will need to have a multitude of supplies on hand. Think about what kind of duties and activities you will need to perform and make a list of the required supplies. This list may include:



- pens
- pencils
- highlighters
- erasers
- paper
- notebooks
- sticky notes
- message books
- file folders
- index cards

If your business requires a computer, you may also need:

- printer paper
- ink cartridges
- floppy disks or cds

Be sure to set up a budget to keep your supplies stocked and on hand at all times. This is an important factor to being able to perform your duties and maintain your focus.

Stay Organized

K

eeing your office area organized will help you to stay focused and be more productive. Avoid clutter such as junk mail, candy wrappers, and other unnecessary items. It is also a good idea to keep your equipment and supplies orderly and within easy reach.

home office

Maintaining your business will require hard work and dedication, but keeping your office space organized and clutter free will help you to maintain it more easily. Organization will also help you to stay focused and give you a more rewarding work at home experience.

Avoiding Work At Home Scams

You see them all the time - internet and television ads promising you unbelievable riches - and they tell you that this can become true by simply working from your home a few hours a day. They ply you with images of happy people working from the beach of their vacation retreat, or with fancy

cars, and big beautiful houses. These ads tell you that for doing nothing you can be rich beyond your wildest dreams... but if this was true, everyone would be working from home and living the good life.

Are there legitimate ways to make money from home? Yes! There are many companies that are willing to pay you for your services and there are also many home based businesses that you can start to earn and income from home. Will you become rich for doing nothing? No! Any home based business requires hard work and dedication to succeed.

So, how do you find companies that will pay you to work from the comfort of your home? How can you be sure that a work at home opportunity is legitimate? Here are some tips to help you to detect fraud and avoid being scammed.

Do Your Homework

Exciting as the promise of a work from home opportunity can be, you must be sure to protect yourself and your family. It is important that you do your research and find out all you can about the type of work you are being offered. Follow these steps to make sure you have found a legitimate opportunity.

Read the Fine Print

It is important to have all the information upfront before joining anything. If you come across an ad or a website offering a work from home opportunity, be sure to find out everything you can before deciding to sign up. Not only should you read every word of the website, but you should also read the FAQs (Frequently Asked Questions) page. You may also want to read the Disclaimer and Privacy Policy pages. Hopefully this will give you an idea of what the company is offering and let you know if it is the right type of opportunity for you.

Be on the lookout for vague ideas and promises. If the website offers very little real information and insight about what type of work you are doing, then it is probably not a good opportunity.

Ask Questions

One way to protect yourself from being scammed is to contact the company in question and ask questions. You may ask for more detailed information or for specifics on a certain aspect of the work from home job that you would be expected to do. You are looking to see if the company responds with detailed information in a kind manner. If you receive a vague, or rude reply, or even no response at all, run the other way.

Use the search engines to your advantage

Search engines, such as Google and Yahoo, are designed for people searching the web to find exactly what they are looking for. You can use them to your advantage while checking out a company or a work at home opportunity.

Do a search on the company name and include the word scam. For example, if you were researching a company named 'XYZ,' you should type in "XYZ scams" into the search bar. This will usually bring up a multitude of varying results. You might see links to forums and chat rooms where the company is being discussed, or blog posts and articles reviewing the company.

What you are looking for is negative comments and remarks against the company. If you find negative reviews, read them carefully. Ignore comments from people who have never worked

through this company, but if the negative reviews are from someone who has actually used the program, you will want to find out why. Were they given no support? Did they not receive compensation for their time and services? Were they just flat out scammed?

You should read multiple comments and reviews to get an idea of the legitimacy of the company you are researching. One person crying scam does not mean the company is not legitimate. You will want to read reviews from several people who have detailed knowledge of the company.

There are legitimate ways to make money from home. You just have to be diligent and do your homework. Learn how to avoid the scams and your work from home experience will be greatly rewarding.

Your Turn

Have you been scammed with a work from home opportunity? Let others know about your experiences. Telling others about a scam company will help to save other work from home hopefuls a lot of time, money, and frustration.

How to Balance Your Work and Personal Time While Working From Home

Working from home is a wonderful opportunity that offers many advantages. The biggest benefit is being able to spend more time with your family, while still contributing to the household income, and this makes running a home based business extremely beneficial for many individuals.

Knowing how to balance your work and personal time is an important factor in managing any type of home based business. If you spend all your time working and building your business, then you are right back where you started with a regular 9-5 job, with no time for your family or yourself. But it is also important to work toward your goals. You must schedule your time wisely, but how do you find a healthy balance? Here are some tips that will help you to balance your business and personal time and allow you to reap the benefits of working from home.

Create a separate office space.

While running a home based business gives you the freedom to work from anywhere, it is important that you have an office space specifically designed for you and your business needs. If possible, a room with a door is best, but a desk/office area in a quiet part of the house will do as well. One idea would be to designate part of your bedroom as an office. Having a separate space will help you stay focused on your goals and give you a quiet place to work.

Set ground rules.

The main appeal to working from home is being able to spend more time with your family, but this can also lead to problems. Your spouse or children may decide that since you're home, you're available to them at any time. If you are to get any work done, you need to lay some ground rules. Let your family know that when you are in your office, you are working, and that you should not be bothered unless it is an emergency. Explain to them the benefits of allowing you to work quietly will lead to more money and time for you to spend together as a family.

You should also set ground rules for yourself. It is important to stay focused. Watching a television show or talking on the phone with a friend while you are working is not a good idea. Distractions such as these are not beneficial and can actually be detrimental to your goals. It is best to schedule

these types of activities in your personal time. Just like in any job, a good work ethic will lead to a more successful business.

Set a daily schedule.

One way to keep your work and personal time separate is to set a daily work schedule. Decide which hours you want to work everyday and stick to them. If mornings are a quiet time in your home, schedule a few hours that you can spend working and managing your business. If evenings are better for you, set aside a block of time then. Schedule whatever time is best for you, and stick to your daily goals. This will allow you to be more productive, and will give you a great sense of accomplishment.

Don't forget to schedule breaks and play times. Spending several hours sitting at a computer can take its toll. Taking a 20 minute break from your work every so often can allow you to come back refreshed and more productive. Also, spending an hour with your spouse or children can be refreshing as well. Set aside time during the day to play with your children or spend time with your spouse.

It is also important to not let your work seep into your personal and family time. Just as your spouse and children should respect your time spent working, you should also respect the times that has been set aside for family. Don't skip dinner with your kids just because you have a new idea or approach to use in your business. Instead, jot down a few quick notes and then enjoy your time with your family. After all, that is what working from home is all about.

Steps To Find a Legitimate Home Based Business

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orking from home has been a dream of mine. I wanted to be able to stay home with my Family and still be able to contribute to my family's income. I tried several different packages and programs, only to be scammed and left with nothing in return. I had all but given up on the idea of working from home.

I recently decided to give it another go last year, and I'm very glad that I did. I finally found the right program for me and I have been working from home in my own home based business for over a year now. Not only have I been able to stay home with my family, but I am earning a very good income online.

My Cousin was a little leery at first, but is very supportive of my efforts. Now, to his surprise, I am doing very well and encourages me everyday. We are both so happy because money isn't as tight as it used to be.

My advice to anyone wanting to work from home, is to keep looking. There are legitimate packages out there. You just have to be diligent, smart, and savvy. You will find the right opportunity for you and your family.

I have written several articles on working from home and published them Online. This lens lists all of my work from home and home based business tips that I have written based on my experiences. It is my hope that you will find this information helpful and informative.

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here are so many websites offering home based business opportunities and work from home programs, it's hard to know where to begin. How do you choose the right program for you? How do you protect yourself from getting scammed?

After much thought on this subject, I have come up with a seven step screening process that I use when searching for a business opportunity. I have listed these steps in detail below.

I have also listed a few highly recommended e-books that are devoted to getting you started earning a substantial income on the net. I use the techniques I have learned from these manuals everyday in my internet business.

You will also find a few select work at home opportunities that I have personally used and that have produced results. These programs have allowed me to work from home and bring in additional income for my family.

Step #1: Trust your first instinct

T

his one is easy. If something sounds too good too be true, it usually (but not always!) is. When looking at a home based business opportunity, ask yourself these questions.

- Does this company sound legit?
- Is what they are offering a sound product or service?
- Would you be comfortable selling this product or providing this service?
- Does what it promises sound to good to be true?
- Do they have testimonials from satisfied customers on their site?
- Do they have any credentials listed?
- Do they offer a money back guarantee?
- Do they list their contact information?

As stated in the heading, trust your first instinct. It is always best to go on your gut reaction. If you're not sure, ask someone you trust to take a look at the program and give his or her opinion.

That first rush is always great. Reading through some of these opportunities can be very exciting. The money they promise you will get your heart pounding. But ask yourself, "Does this sound right"?

I advise you to think on the opportunity for a day or two and then go back and read it again. This will allow time for the initial excitement to die down and allow you to put some serious thought into pursuing this particular program.



Legit Online Jobs offers many different work at home jobs for you to choose from. They also provide terrific support and training.

Step #2: Make sure they offer a money back guarantee!

T

his is listed in the first tip, but this rule is important enough that it deserves its own heading. This may even be the most important rule in this process.

If the company does not offer any kind of guarantee, they are most likely not a reputable company. There should be a minimum 30 day guarantee. Of course, 60 or 90 days is better, but no less than 30 days is acceptable.

A guarantee shows that a company stands behind its product. If there is not a guarantee, the product will probably not be very good.

Step #3: Don't be taken in by one time offers or timers!

O

n some business opportunity sites, you will see a limited offer, such as "This offer only available until date below." And more often than not, it will be whatever date you are viewing the site. Don't be fooled by this. It is a tactic to get you to buy now without asking any questions or putting any thought into your purchase. You should not be rushed into buying anything. Especially not something that you are hoping will provide at least part, if not all, of your family's income.

Another tactic is a timer on the site. It will state that you must order before the timer runs out or the product will no longer be available. Again, they hope to get you excited and that you will 'buy now before its too late'. But have you ever watched those timers? I have. They do not run out. They appear to be counting down, but they never get below a preset number.

Note: I am not stating that if a company uses these tactics they are not legit. They are using aggressive sales tactics, but they may still be a reputable company. If you feel it is a good opportunity to research, continue with the steps.

Legit Online Jobs

With [Legit Online Jobs](#), you are able to start working from home immediately. They offer a huge database of work from home jobs that you can choose from. Many of their programs require no prior experience and you can get started quickly and easily. They also offer a few bonus programs that will only increase your earnings.



Step #4: Ask Questions!

Sometimes when you are reading a companies pitch page, you might find something missing. They may only give a vague idea of what you would be selling or doing if you order their program.

Never be afraid to ask questions. If the company is legit, they will not mind answering your inquiries. Search through the site to find their contact information. A phone number is best, but an email address will do.

Make a list of questions. Think carefully of what you need to ask. This is your hard earned money they are wanting. You have every right to ask for more information.

You would do the same if you were applying for a job. You would want to know exactly what you would be doing, how often you would be paid, what benefits you would receive, what tools are required to perform your job duties.

Sample questions you might ask include:

- What type of product or service will I be offering?
- Does this program involve advertising or marketing for it to work?
- If so, do they provide promotional tools?
- How will I be paid and how often?
- Will there be support? Do they sell you the program and cut you loose or will they help you out with getting started?
- Will I have to spend additional money after ordering the program? (i.e. monthly fees, additional

information, or tools?)

Will a website be required and if so, will they provide it?

Ask them about their guarantee and refund policy. Even if this info was listed on their site, it would not hurt to ask and have it reiterated.

Include anything else you can think of depending on the type of program you are looking into. If something is not answered on their site home or FAQ (Frequently Asked Questions) page, or it is very vague, ask!

Now, you can not expect full disclosure of their program. They would not be in business very long if they gave away all their information for free. But you should expect a little more detailed information than they provided on their site. If you are not satisfied with the answer, ask again in a different way or with questions that are more detailed. Again, if they are an honest company, they will provide answers.

If you send an email and do not get a reply within a day or two, your email may have not gotten through their spam filter, or they may have missed it in their other mail. Send it again, maybe with a different subject line, such as Membership Question. If you still do not receive an answer, they may not be a reputable company.

I would not advise ordering from any company that you cannot get a response from. If they cannot be bothered to answer a few questions, they certainly won't bother to return your money if you are not satisfied.

Step #5: Don't take their word for it.



When looking at a company offering a business opportunity, you do not have to take their word on it. There is so much information available on the internet. Use it to your advantage.



Here are some steps that you can take to protect yourself from being scammed:

Check out the company with the [BBB Online](#).

(Please note that not all companies (especially those that are internet based) will be listed with the Better Business Bureau. The BBB requires a rigorous and costly certification process to become a member in good standing with them and not all companies find a BBB listing to be necessary for their business. I just wanted to point this out to avoid any misconceptions. If a company is not listed with the BBB, that does not mean that they are not legitimate.)

[Google it!](#) Do a search on the company name or program.

Another good search engine is WebFerret. It searches 10 search engines at once, including Google. You can download this at www.ferretsoft.com.

If you are a member of a forum or chat room, you can ask if there is anyone who has tried the program. There are chat rooms devoted to this.

See what information you can find on this company or product. You might even find posts in forums where someone has actually bought the program and tried it out.

Search for review sites that review home based businesses or work at home opportunities. Just make sure the review site is reputable, too. Email them and ask about their experience with the company you are researching.

A very good review site is www.consumer-rated.com. If you do not find the company you are researching listed on their reviews, email them and ask if they have reviewed this company or a similar one. If they haven't, look for another review site that has.

Search until you are at least satisfied that you cannot find anything negative about the company.

Please note that this is a very important step. It will not guarantee that you won't be scammed, but at least you will have done your homework and protected yourself as best you can.

STep #6: Search for similar programs.

Let's face it. There is not a lot of originality left, even on the internet. The work at home program or business opportunity that you are checking out is probably not the only one of its kind.

Search for other company sites that are offering a similar product or program. You may find one that you like even better, depending on information provided and benefits listed.

Remember to take each company your are interested in through the screening process listed above.



STep #7: Review your program.

Once you have decided on the company and ordered your program, you will then want to review all the information and tools provided. Read through it several times. Then ask yourself:

Is the program informative?

Is it made clear what product you will be selling or service you will be providing?

Does it give you step by step instructions on how to work this program?

Does it provide all the tools necessary to work this program?

Does it state exactly how you will earn money with this program?

Are you comfortable doing what is required?

Does it still sound like a legit program?

If you answered yes to all these questions, then you have probably found yourself a good program. If there is one or two you're not sure on, don't despair just yet. If you found a good company, they will offer support. If you are not sure about something in the program, contact your support team and ask. A good company will help you to sort out all the information and answer any questions you have on getting started.

If you do not get the support you require, then you may have been scammed. If you are not able to get help with your questions, then you may also have trouble getting a refund on the program.

If you answer no to all or even 3 or 4 of the above questions, I would seriously consider asking for a refund immediately. Again, trust your gut instinct.



For more information on working from home, be sure to visit my

blog devoted to providing information needed for running an online business. You will find articles and resources on starting and managing a business from home.



How To Work from Home as a Virtual Call Center Agent

Who Hires Homebased Workers for their Call Centers? A look at virtual call center employers.



Homeshoring companies range from outsourcing partners to large corporations looking to save operating costs for their call center components. Companies such as JetBlue send their workers home and have an added benefit when weather problems force call overflows - they can call on their home-based workers to pick up the slack. Other companies outsource their calls to Business Process Outsourcing (BPO's) firms such as Alpine Access or LiveOps.

virtual call center job

Homeshoring also provides a flexible and adjustable workforce for companies that often are sent into chaos with call overflow. The flexibility works for employees, too. Often, a homeshoring agent can schedule work shifts in time periods as short as 15 minutes.

There are currently 112,000 home-based agents in the U.S., according to IDC. By 2010, there 330,000 home-based workers are expected to be working in the US alone. According to the Gartner group, 10% of all call centers in the US plan on employing home-based agents in the near future.

That's a lot of people working in their bunny slippers.

Essential Technology and Skills

What you should have before you apply for a virtual call center job.

1. High speed internet access.

You'll need internet access to preform your call center duties and most companies will require a high speed or broadband connection.

2. A landline phone.

Most employers require you have at least one, if not two, landlines.

3. A quiet home office in the house.

No barking dogs or crying babies should be heard in this room. :-)

4. An understanding of software and hardware installation.

This means you should know how to put the CD in your computer and follow directions... as well as follow directions for troubleshooting.

5. Experience working with people.

This does not necessarily mean experience in a call center. Many homeshoring employers look for people with experience in retail, hospitality, and other fields of expertise.

The Application Process

How to get that dream work-at-home job.



Most virtual call center jobs have a three-tiered application process. First, there is an online application and skill assessment. Secondly, there is a "voice test". And the third step is an over the phone interview.

virtual call center
application

These three essential components often include other not as obvious skill assessments, such as the use on online learning tools, chat communication, and email follow-ups

The Online Application

How to stand out when you fill it out

Since much of the online application screening automated, you will want to be as **thorough and descriptive as possible when you apply.** Many BPO firms call on new customer service agents when they need a worker with experience in a specific industry. If you have retail experience in more than one area, then it's important to mention which areas you have experience in. For example, if you have worked for both Wal-Mart and the Macy's perfume desk, you'll want to mention both of those areas on your application. There's a big difference between mentioning retail experience and mentioning big-box retail experience and upscale boutique experience.

virtual call center online application

The online application will also have a checklist for the equipment and technology you will need to use and acquire. Make sure that your computer and phone systems meet their needs or that you have the money and/or resources to acquire these.

The Voice Audition

Things to keep in mind when you audition.

Most virtual call centers require applicants to audition for the job by calling in to leave a message. Usually they will give you a few scripts to practice and then randomly select one for your voice test.

virtual call center voice audition

What are they looking for? It's a mixture of personality, voice tone, and friendliness. If you're nervous about a voice audition, it's helpful to actually call a friend or two and actually practice the script with them on the phone. When you call for your audition, make sure that there is absolutely no background noise or interference with your call. Also, remember to disable your call waiting when you call. Speak slowly and clearly, and make sure you have an actual smile on your face - that's something your callers will always hear on the phone.

The Telephone Interview

When you've made it this far, it's smooth sailing. Here's how to prepare.

When doing your interview, it's best to be alone in a very quiet part of your house - preferably the home office you plan to work out of.

Background noise is one of the main reasons why many potential home workers do not get hired.

virtual call center phone interview

Most virtual call centers use telephone interviews that are either live or recorded and last between 10 and 20 minutes. It's natural to be nervous during this part of the process. This is where your personality should shine - and the best thing to remember your

research, speak calmly and slowly, and be prepared for creative interview questions.

If a company is recruiting for an online drug store, they may ask you how you feel about weight loss products. If a client is a retail catalog, they may ask you specific questions about styles or brands. Make sure you've looked at their client list if available. Brush up on any industry experience that you may have highlighted in your resume, just in case they are screening for a similar client.

It's Worth It to Work from Home.

Once you've applied, be patient - sit back and wait.

W

orking from home is one of the most rewarding business models available - you'll have more time to spend with your family and you'll be able to spend more time around the things you love.

[working_from_home](#)

Once you apply, remember that the backlog for virtual call centers is sometimes tremendous - and it can usually take anywhere from a week to several months for them to call on you to work for a specific project. Don't fret - if you made it this far in the application process, they will be in touch when they need you. A few virtual call centers actually purposefully schedule their call backs a few weeks later to give you time to decide if the job is really for you. The next step will be making it through their training and certification. Just be professional, get back to them in a timely manner if they contact you, and prepare your home office for your new virtual call center career.

Where to Find Virtual Call Center Jobs

Apply online with these reputable companies.

L

et's face it - the hardest part of the work from home job hunt is simply finding legitimate jobs. Here's a quick list to get you started. They have been listed in alphabetical order.

[virtual call center agent](#)

[1-800-FLOWERS](#)

1-800-FLOWERS hires in specific regions. Their work-from-home agents are W-2 employees.

[Accolade Support](#)

Accolade Support also hires home-based agents to work on a variety of client projects.

[Alpine Access](#)

Alpine Access hires virtual call center agents as W-2 employees. Competition for jobs is stiff, however, they are one of the most respected in the industry.

[American Airlines](#)

American Airlines hires home-based reservation agents across the U.S. who have a call center close to home.

[Extended Presence](#)

Extended Presence hires outbound callers to work on their B2B campaigns.

[Freedom Telework](#)

Freedom Telework has a reverse bidding structure - you should have a business license and your own equipment. You tell their clients how much you'll charge by the minute or hour.

[LiveOps](#)

Liveops is another BPO firm - you'll be an independent contractor.

[Superior Telemarketing](#)

Superior Telemarketing pays an hourly wage for their W-2 employees to work from home.

[UCN.net](#)

UCN.net builds and manages contact center infrastructure. You gain the freedom to innovate.

[VIPdesk](#)

VIPdesk offers home-based contracting opportunities to U.S. based individuals This company provides inbound and outbound customer service for their clients through home based call agents. They are in process of recruiting and will be hiring about 500 people within the next few months.

[West at Home](#)

West at Home hires home-based independent contractors, and they tend to hire on a regular basis. Again, because of their popularity, there's some real competition to get a job with them.

[Working Solutions](#)

Working Solutions hires agents throughout the US and Canada. Call center projects can include order processing, reservations, enrollments, customer service, sales, market research, technical support, etc.

Become a Part of the Booming Homeshoring Industry

Learn how you can become a virtual call center agent.



Virtual call centers from home is a trend that has continued to sweep the business world and captivate media attention. Companies like Alpine Access, LiveOps, and American Airlines have hired thousands of home based workers to man their phone lines in virtual call centers.

There are hundreds of employers across the United States and Canada that offer home based call center positions! You can work from home, set your own schedule, and earn a generous income.

The Little White Ebook of Homeshoring Jobs has all the information you need and will help you get started.

[The Little White eBook of Homeshoring Jobs](#) profiles over 180 employers, down to typical schedules, salaries, and benefits. Half of the jobs available offer pay with benefits, and almost all of them offer paid training.

Each company's BBB records and LinkedIn contact information are also included, so that you can see how honest and legitimate they are. Best of all, The Little White Ebook will show you, step-by-step, how to ace the application process!

Reviews for The Little White Ebook of Homeshoring Jobs

[Easy Bake Coven Blog](#)

[Work at Home Musings](#)

[Steve Wilson Marketing Blog](#)

[TMC Net.com](#)

[TelecommutingJournal.com](#)



Update



The updated 2009 "[Little White Ebook](#)" of Homeshoring Jobs now has over 200 listings of real virtual call center work from home employers that hire moms, dads, disabled workers, retirees, and all kinds of everyday people across North America and Canada to work from home on the phone as employees or contractors.

The virtual jobs range from customer service and at home telemarketing to everything in between - such as remote ESL teachers, over-the-phone-food order takers, quit smoking coaches, virtual concierges, and airline reservations agents, just to name a few.

There's sure to be an opportunity that matches your needs, skills, and interests in this extensive "work from home on the phone" guide. And you'll still receive free updates every time the guide is republished.



Order the [The Little White eBook of Homeshoring Jobs](#) today and get started working from home as a virtual call center agent! The order process is safe and secure and you can order anytime, day or night.

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