

## Tips On Balancing Working From Home With A Full Time Job

So you've taken the plunge and decided to start your own business. That's awesome! You have taken an important step towards financial freedom. However, you probably shouldn't quit your day job yet. Here are some tips to help you balance working from home with having a full time job.

### **1. Communicate with your client.**

Let your client know that you work a full time job. Most people will understand and will be willing to work with you. If you run into people that don't want to be flexible, just leave them be. There's plenty of work out there. When I bring on a new client, one of the first things I do is let the client know that I work full time. I let them know when I'll be available to work on their projects. Open communication is key. It is important to your clients. They like knowing what is going on with the tasks they have entrusted you with.

### **2. Make good use of waiting time.**

There's almost always time in your schedule when you are waiting. You have to wait in traffic. You may have to wait on a bus. You may have to wait in the doctor's office. You can use this time to your advantage. Read a business book. Jot down some ideas for that article you've been working on. It may not seem like much, but you will be surprised at how much easier it is to get your work done when you have the groundwork already done. I always have a small notebook and a pen on me. This way if I have an idea for an article, I can jot it down. Sometimes I even outline articles or blog posts while I'm on my lunch break.

### **3. Use your technology to your advantage.**

Many of us have tons of gadgets. Cell phones, tablets, laptops, etc. Use these things to help you run your business. You can respond to email messages on your break. You can use your tablet to read books. You can use apps to create documents. I typically use Google Docs on my phone while I'm out and about. Just don't try to do this while you're driving.

### **4. Make a schedule.**

When you have to balance multiple responsibilities, you must have a schedule. You have to schedule your personal time and your business time. It helps to know so you can let your family know when you will be available for family time. It helps you to be able to give accurate deadlines to your clients when you are communicating with them about what time you will be finished with your work. I usually like to get up an hour early to work on my business stuff before I go to work.

### **5. Leave wiggle room for unexpected things to happen.**

Sometimes things happen. Spouses get sick. Kids have meltdowns. Cars break down. The Internet goes out. When making your schedule, make sure to allow for these things to happen. Add an extra 15-30 minutes to the time you think it will take to finish your tasks.

### **6. Prepare your meals ahead of time.**

This will help you eat healthier meals because you won't be tempted to go get fast food all the time. You could do this on your day off. You can use crock pots and George Foreman grills to make this an easier task. Just make a bunch of meals that you can just heat up and eat during the week. You can do this with your meals and the meals for your family as well.

Working from home is a great way to gain financial independence. It may take a while before you are able to completely survive from the money you make while working from home. Use the tips in this article to help you maintain your sanity while you balance multiple responsibilities.