

**My day working from home (telework)**

- 1 [Text on screen] TELECOMMUTING, with Kate Lilja from Clear the Air Challenge
- 2 [Text on screen] 7 A.M.
- 3 Good morning, every one!
- 4 It's just about 7 a.m., and I just sat down to get my work day started.
- 5 Basically, I woke up this morning, I made myself a big cup of coffee to get the day started and sat down here at my designated work place.
- 6 That was my commute! So, quick and easy!
- 7 I'm now here at my designated work spot in the home.
- 8 It's our little home office.
- 9 It has a door that closes to close out all of the distractions that we might find in our house,
- 10 and I'm completely connected in with my network at work.
- 11 My work computer which I'm talking to you on right now is connected to the work network.
- 12 I get all of my files, so I'm completely in touch that way.
- 13 I have my mobile phone here with me, and that is connected to my work phone,
- 14 so that all the calls that roll into my work number come automatically to my mobile phone here at my home office.
- 15 So just getting the day started, ready to go, and we'll check in again later.
- 16 [Text on screen] Telework tip: Turn the lights off! Use natural light. Brew coffee at home to avoid the trip.
- 17 [Text on screen] 1 P.M.
- 18 Hello!
- 19 It is now one o'clock in the afternoon.
- 20 I've just gotten back from my lunch break.
- 21 It was a wonderful lunch break.
- 22 I was able to get a lot more done that I normally would have if I'd been at the office.
- 23 I made myself a really healthy lunch and then was able to get some of those chores done around the house that always seem to pile up.
- 24 And then I was even able to go outside and enjoy this weather,
- 25 and go for a walk round the neighborhood and get my exercise for the day.
- 26 So having that time away from the desk was wonderful.
- 27 I'm ready to clock back in and have a productive afternoon.
- 28 I'm going to be working on an email newsletter that will be going out tomorrow morning,
- 29 just finalizing all the details for that.
- 30 So I'll check back in at the end of my day.
- 31 [Text on screen] 5 P.M.
- 32 Hi, there!
- 33 It is now 5 p.m., which is the end of my work day here at the home office.
- 34 All in all, it's been a really productive day.
- 35 I've gotten a lot of things done, just free from the distractions of the office.
- 36 So I've kept in really close contact with my coworkers and my boss through email and through a few phone calls to get some things done.
- 37 And I also just finished putting together a report that holds me accountable for what I've done today at my telework day and also just keeps my boss informed on what progress I was able to make on shared projects.
- 38 So now I plan on spending the thirty to forty-five minutes that I would usually spend stuck in traffic getting some things done around the house and enjoying the fact that I'm not stuck in traffic.
- 39 So all in all, it's been a really great day here at the home office.
- 40 Signing off!