

THE ULTIMATE GUIDE

THE WORK-AT-HOME WORKBOOK

The Best Online Jobs For Your Personality Type

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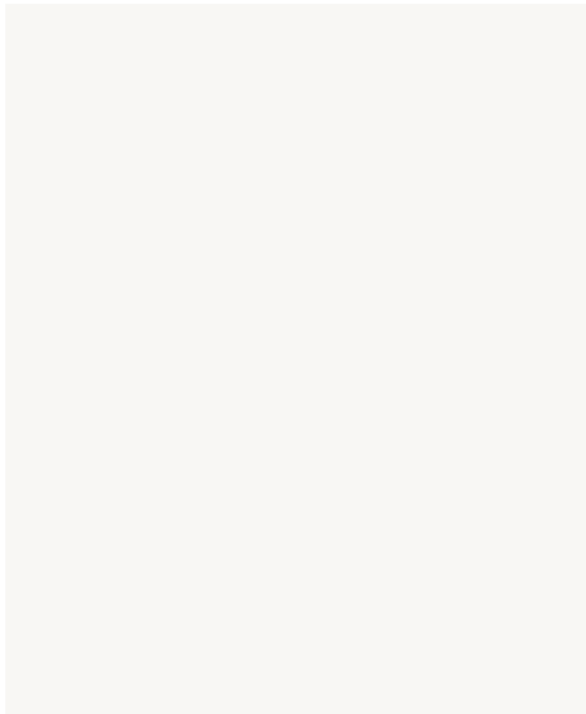
HOW DO YOU DECIDE WHEN YOU SHOULD QUIT YOUR JOB AND START WORKING FROM HOME?

It's no secret that many of us are longing for a work-from-home lifestyle. The idea of trading in our stuffy offices and long commutes for a home-based work setup is immensely appealing. And with technology making it easier than ever to work remotely, it's no surprise that more and more people are quitting their traditional jobs in favor of a work-from-home lifestyle.

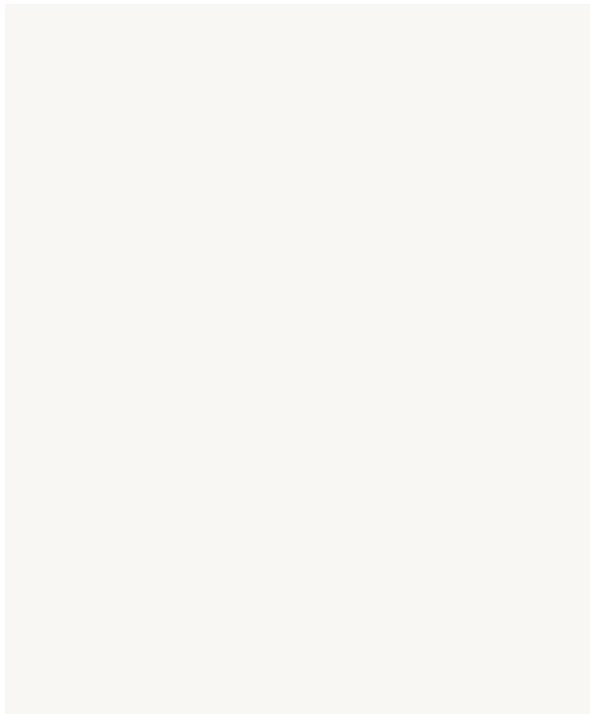
But while this setup may seem ideal, there are also some potential drawbacks to consider. For one, working from home can be quite isolating, and you may miss the social interaction that comes from working in an office.

Additionally, working from home can be difficult to balance with the other demands of life, and it can be easy to let work spill into all hours of the day. So, if you're considering quitting your job to work from home, be sure to weigh the pros and cons carefully before making your decision.

PROS



CONS



Do you have the right personality?

Working from home has a lot of benefits - no commute, flexible hours, and being able to work in your pajamas. But it also comes with some challenges. Unlike a traditional job where everything is handed to you, working from home means that you're pretty much on your own.

Woke up late? That's on you. Don't feel like working? Too bad. If you want to be successful when working from home, you need to be self-motivated and disciplined. You also need to be able to stay focused and avoid distractions.

How do you describe yourself as a worker? Do you like working alone?

How do you envision your ideal work day at home?

How are your strengths that would make you suited for a work-from-home lifestyle?

What do you expect to be doing that might be difficult for you?

How do you plan to improve on your weakness to stay focused and disciplined?

How much money do you need to make each month?

You need to figure out how much you would need to be earning online so that you can replace your income from your day job.

For most people, the target is usually around \$3,000-\$5,000 a month before they decide to quit their job to go work online full-time.

If you're lucky enough to have another breadwinner in the family, a modest goal of \$500-\$2,000 works well too. This is not to say that your online income will not grow in the future!

How much do you currently make in a wee/month/year?

How much do you need to be able to replace your income?

How much do you need to save that will serve as your safety net when you quit your day job? How many months do you need to save up?

Expected expenses

Daily	Weekly	Monthly
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Are you ok with little or no company benefits?

If you have children, this is a big factor to consider when making your decision. The great thing with traditional jobs, depending on the company you work with, is that they come with added benefits such as transportation or meal allowances, or a medical insurance for you or your family.

If you are going to work online, know that you may have to pay your own taxes, insurance, and so on. Even if you do work in a company that promotes work-at-home positions, you'll most likely receive very little to no benefits as you would be considered an independent contractor.

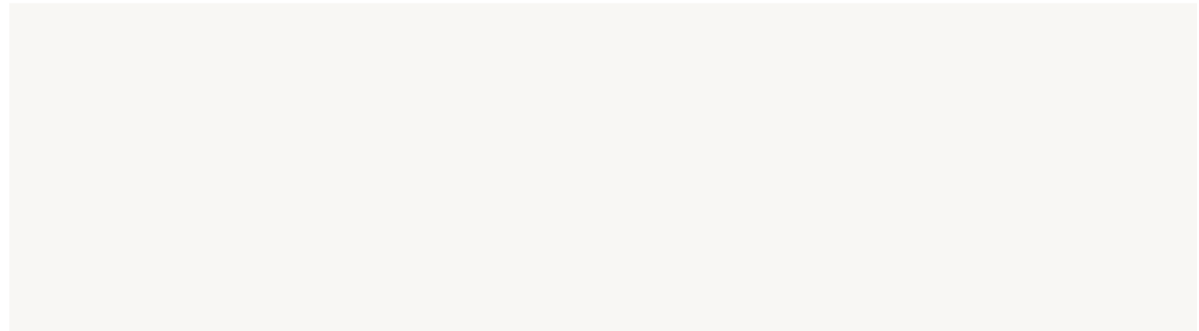
What benefits do you currently enjoy at your dayjob?

What other insurances or benefits do you think you might need?

What services or software can you avail of to replace those benefits? (Ex. healthcare, bookkeeping, etc.)

Are you willing to invest in yourself by taking classes or online courses?

There is a lot to learn about working remotely, and you can easily feel lost if you don't have access to the right resources. Fortunately, there are plenty of Ebooks and courses out there that can help you understand the ins and outs of working from home. These resources can help you learn everything from how to set up your work space to how to market your work online.



Are there any side hustles you can do when working from home?

In addition to learning about working from home, you can also explore other ways to earn income. There are many different side hustles and freelance gigs that you can do from home, and these can be a great way to supplement your income. With the right resources and a little bit of effort, you can easily start earning an income from home.

Side Hustle Ideas



Ebooks/ Courses/ Programs



Do you have money to invest into a business?

Working online doesn't mean that you get to skip putting money into your business. You need to constantly update yourself with online trends to keep up with the demands of your clients, and I think the best way to invest in your business is to invest in your knowledge.

How much can you afford to invest?

How many and what hours are you able to work?

Remote jobs often have erratic free hours, making it difficult to commit to a regular work schedule. However, there are work-from-home jobs that can accommodate this type of schedule.

For example, many online jobs allow you to set your own hours, so you can work when it is convenient for you. Additionally, many companies offer flexible work arrangements that can allow you to work from home on certain days or for certain periods of time.

By taking advantage of these opportunities, you can find work-from-home jobs that fit your real schedule and give you the flexibility you need.

Time Available

Days Available

Don't forget, working from home means that you may need to block out working tasks from non-work related tasks so that you can get things done.

What are your work priorities?

Recurring non-work tasks needed done

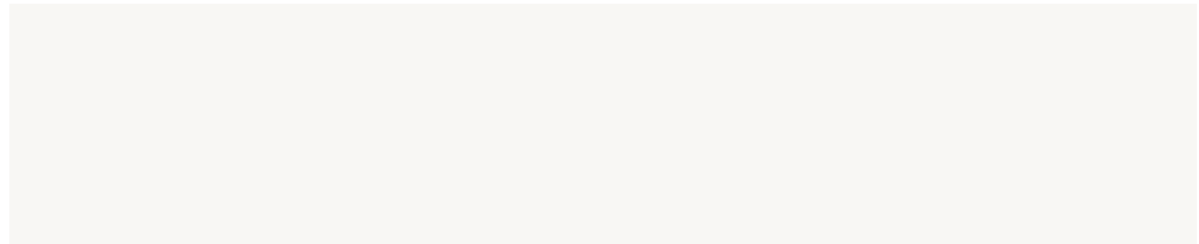
What are your non-work priorities?

Ok, so say you feel you are ready to dive into the world of working at home. How do you plan to survive?

HERE ARE SOME OF TIPS FOR WORKING AT HOME:

Have a Designated Work Area

Having a specific space in your home that is dedicated to work will help you to stay on task and avoid distractions. It can also make it easier to keep your work materials organized. If you don't have an extra room that can be turned into a home office, try to create a work area in a quiet corner of your house. Make sure it is well-lit and free from clutter. Dedicating a space to work will help you to be more productive and efficient. Plan your home office.

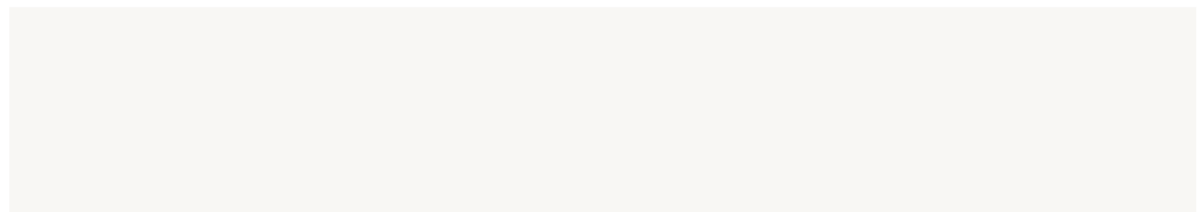


Get Comfortable

Have your water, tea, or coffee on hand. You could be working in your PJs or wearing a 4" high heels and a pencil skirt. Whatever it is, get as comfortable as you can, because you will be working for a while.

Maybe you won't like working in frumpy outfits because they'll make you feel lazy and dreary. Maybe you don't do your best work in an office garb as well. Perhaps you need to think about your most comfortable "uniform".

Write down how you want to feel while working. Have any outfits in mind? How about a work uniform? Do you need a new water bottle? How about a new pen organizer?



Plan your day

Create a schedule that actually works for you and follow through. If you do not have the discipline to do your work during your designated work time, you'll easily fall behind and not get anything done. Organize your time such that you are able to work and still see that the housework gets done.

You can create chore lists and ask your husband or kids to help you. Don't forget to include your lunch or break time so you don't burn out.

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Morning Work Routine

Afternoon Work Routine

Night Work Routine

Stick To Your Prime Work Hours

Establish a routine that works for you. This means figuring out when you are the most productive and when you are the laziest. Once you have a good understanding of your work habits, you can start to tackle the bigger tasks during your prime hours and save the smaller tasks for when you are feeling less motivated.

In addition, it is important to find a work-life balance that works for you. This may mean setting strict work hours or taking regular breaks throughout the day. By knowing what works for you, you can set yourself up for success and avoid feeling overwhelmed by your work.

I work best during:

Big Tasks

Small Tasks

Recurring Tasks

Minimize Distractions

Multi-tasking is so yesterday. Focus on one task at a time so you're not giving half-baked products to your clients or readers because your attention wasn't fully there when you were making them. When you get distracted, it'll take you more time to recover your momentum and more time to do a single task than you would if you were 100% focused on it.

Time is essential in our kind of work; use it smartly. How? When you get distracted, it'll take you more time to recover your momentum and more time to do a single task than you would if you were 100% focused on it. Time is essential in our kind of work; use it smartly. How?

What distractions do I have trouble

What is the remedy?

Ideas and techniques I can use to help with distractions

Create a to-do-lists with your daily threes

What are your daily threes? If you don't write it down, you'll easily get sidetracked. Just write all of your tasks to create a master list. This will help you achieve your daily goals and keep you on track.

Write the 3 most important tasks that would have the most profound change for your housework, online work or business. Make sure to do them on your prime work hours so that you can tackle them with your best.

The list will prevent you from doing other things that are not a priority. If it's not on the list, it's only wasting your time. By midday, review your goals if you are still in line with them. Work your way through the list as the day progresses, and roll over whatever's not done unto the next days' list.

What are your goals?

What do you need to do to achieve thos goals? (work backwards from the end result you want)

Create your To-Do list and prioritize them, listing down your 3 most important tasks.

TO DO LIST

Date:

Goal

MY DAILY 3s

1

2

3

OTHER TASKS



Prioritize Work/Life balance

Do not take on more workload if your time with your family is suffering. If you can, hire virtual assistants to help you with menial tasks, or pay for time-saving services like a social media manager or schedulers. They would cost you some money depending on the weight of the work needed to be done, but it's worth it from time to time, especially when you have special events with your family.

Services to Hire Out

Time-Saving Tools/Software

Change Up Your Environment

Working from home doesn't mean you're tied to the confines of your house. You can change your scenery from time to time so you don't feel like you're stuck in a dull pattern. You can pretty much work anywhere! The coffee shop. The park. The beach.

As long as you have your laptop and a Wi-Fi connection, you can work from anywhere. This is one of the great advantages of working from home. You're not tied to a desk in a stuffy office. You can work from anywhere that suits you. So if you start to feel cabin fever, just pack up your laptop and find a new spot to work from. A change of scenery can do wonders for your productivity and creativity.

Places

Pros

Cons

Work According to your Personality

If you're an introvert by nature, then you might have a difficult time working in a job that requires extroverted skills. In these situations, it's important to make sure that you're comfortable with the work that you're doing.

The great thing about online jobs is that you can choose to almost remain anonymous while earning money. I say almost because your employers are going to want to know there's a living person behind that keyboard. Working from home can be a great way to earn a living while also remaining true to your introverted nature.

What is your work personality?

Do you work better in a quiet, distraction-free environment or with some background noise? Do you prefer to work alone or with others? Do you work best in short bursts or do you need long blocks of uninterrupted time? These are just some of the questions that can help to determine your work personality.

If you're not sure what your work personality is, there are a few ways to find out. One option is to take a work personality test. These tests often ask you to rate how well you feel you can perform certain tasks, such as working under pressure or meeting deadlines. Based on your answers, the test will give you a general idea of what work personality type you are.

Another way to determine your work personality is to simply experiment and see what works best for you. If you're not sure whether you work better alone or with others, try both and see which one makes you more productive. Pay attention to your surroundings and see if certain conditions help or hinder your ability to focus. The more aware you are of your work preferences, the easier it will be to create an optimal work environment for yourself.

Whether you're a solo worker or a team player, an introvert or an extrovert, once you've found it, stick with it and you'll be much more productive - and happier - in the long run.

HERE'S A LIST OF ONLINE JOBS ACCORDING TO YOUR PERSONALITY TYPE:

INTROVERTS

If you're an introvert, chances are you're always looking for ways to avoid social interaction. But what do you do when your working as an introvert? For many introverts, working from home is the perfect solution. Not only does it allow you to avoid uncomfortable social situations, but it also gives you the freedom to work at your own pace and in your own space.

Here are some of the best positions for introverts:

Chat or Email Jobs

Websites and businesses often need people to respond to queries or orders, input and transfer data as well as serve its customers or members before and after sales.

Community moderators or Social Media Managers

Websites, Forums, and Social Media Platforms (e.g. Facebook), need people to respond to queries or orders, monitor comments, delete spam, remove trolls, or engage customers or members.

Freelance Writers or Copywriters

Busy website owners often have trouble creating new content on a consistent basis to keep their sites current and their traffic growing. The pay is based on the level of your expertise and the length of the article.

Data Entry

This usually entails entering information into a database or the need to turn convert physical data into an electronic copy. It's only essential to have basic computer skills, ability to type well, and accuracy in performing the job.

Proofreading or Editing

Job entails proofreading, editing and correcting any written content before they are published or submitted. You need a good command of the language and excellent writing skills.

Online Surveys

Like data entry, this job doesn't need extensive knowledge or skills. You only need to complete a survey by giving your honest opinion on a given topic. It's advisable to join multiple survey sites to earn any significant income.

Researcher

This entails collecting some kind of data about a certain topic or business and reporting back such data.

Paid to surf

You're basically paid to browse websites that have advertisements placed by the companies. You need to have protection when you do this because it would also allow them to monitor your activity and how you use the internet.

Website or APP tester

Your job required you to navigate a website or app and use all its functions to determine whether or not there is any issues by the end user. You need to be able to articulate your opinions well because your feedback will be used to improve the usability of the website or app.

Transcribers

Individuals and companies often need a hard copy of an audio or video file, so your work will be to type out what you hear. You need good listening skills and the ability to type fast. A foot pedal and an ergonomic keyboard are usually needed to perform the job quickly.

Freelance Designer

You can work in graphic or web design, creating logos, digital products, and offer services to both businesses and end consumers. You can also be creating designs or doing video editing for photographers and online influencers.

EXTROVERTS

The good news is that there are plenty of work-from-home jobs that are perfect for extroverts. There are roles available where you would have the opportunity to interact with people on a regular basis, which would allow you to stay energized and engaged in your work. If you're looking for a work-from-home job that is perfect for your personality, be sure to consider one of these options.

Customer Service

This is all about servicing customers before, during and after a purchase for any issue or concern they may have. You must be a people-person, helpful, friendly, and patient.

Virtual Assistants

This is an online personal secretary. You may be an assistant to just one individual or to a number of businesses. Your job covers a wide spectrum of duties, from administrative tasks to personal requests.

Telemarketing

Also known as telesales. Your job will be to phone or have web conference with a prospective customer and sell products and services to them.

Online Travel Agent

Similar to a regular travel agent, but most arrangements are made online. This means securing flights, the necessary visas and paperwork, insurance and accommodation, as well as collecting and processing payments.

Online Coaching

Becoming an online mentor might be the perfect career for you. As an online mentor, you can work with clients from all over the world, helping them to achieve their personal and professional goals. Whether you specialize in life coaching, business coaching, or fitness coaching, there is a market for your services online.

AMBIVERTS

(A little bit of both)

For introverts, working from home can provide the perfect opportunity to focus on work without distraction. However, for extroverts, the lack of human interaction can be a major downside. Ambiverts may find that working from home is a good compromise between the two extremes. By carefully planning their work schedule and taking breaks to interact with others, ambiverts can create a work-life balance that works for them. What's are the options?

TRANSLATORS

When businesses want to have a global reach, they usually hire a translator to speak or write for them in their target language. Consider taking a language proficiency test to show clients your fluency. There are translation jobs that require real-time work, or those that you can submit thereafter.

CONTENT CREATOR

Blogging

If you are an expert in a particular subject, you can create a blog and pour your knowledge into your content. You'll also need to know how to optimize your content if you want to earn from it. I've written a [GUIDE](#) to help you.

Podcasting

This is similar to blogging except that the content is in audio form. You'll need a good recording program like Audacity (which is free). You can learn how to set up, promote and make money with a podcast for free through "How to podcast Tutorial".

What topics will you cover?

What tools do you need? Do you need to purchase a course? How will you set up?

ONLINE VIDEOS

There are plenty of video creators monetizing their video content through advertisements and sponsorships. Write your ideas on how you can profit through these platforms.

Youtube

Youtube is the most popular site for online videos. You can earn through ads, affiliate links, or through sponsors or product promotions.

Patreon

This is something like a mash of youtube and a crowdfunding site. This is where creators can run a subscription content service from the content they're publishing.

OnlyFans

This is similar to patreon although it is mostly known for its adult-oriented content.

Twitch

This platform is mostly geared for online gamers, where the content creator can profit through the streaming of their game plays.

Don't quite fit in? MAYBE YOU'RE AN OPPORTUNIST?

An opportunist is someone who takes advantage of every opportunity that comes their way. They are always on the lookout for new opportunities and ways to improve their work situation. Work from home offers an opportunist a lot of flexibility and freedom to take advantage of new opportunities as they arise. They can take on new projects and clients as they come up, without having to worry about coordinating with a boss or co-workers. Work from home also allows an opportunist to take risks and try new things without fear of failure or rejection. This can lead to a lot of growth and progress in their work. Overall, work from home is the ideal work setting for an opportunist because it provides them with the freedom and flexibility to take advantage of new opportunities and grow their work.

COTTAGE INDUSTRY

This is a manufacturing industry but scaled down to fit the activities in a person's home. For instance, you can grow vegetables or bake celebration cakes from home and sell them online (for delivery) or in a farmer's market. If you are creative and good with your hands, this might be a fit for you.

What are your hobbies? What cottage skills do you have?

(cooking, baking, sewing, crafting, woodworking, blacksmithing, bee keeping..)

What products or services are needed in your neighborhood or community?

How do you plan to market your cottage skills?

BUY & SELL or ITEM FLIPPING

There are plenty of online auction sites where you can trade or flip items for a profit. You can also sell unwanted things in your home (like old gift cards to Gift Card Granny) .

Where will you sell? (Choose an Shopping Platform)

Unwanted items in the house

Items to buy & sell

Items to flip

VIRTUAL STORE

You can set up an online store by selling other people's products or something that you made. Look for an ecommerce solution that allows you to set up an online store to sell your goods.

Where will you sell? (Choose an Shopping Platform)

What will you sell? (Will it be physical or digital products? services? a combination?)

Who are your ideal customers?

How will you market your products?

Ebooks / Courses to purchase

Tools/ Software to purchase

Great Job!

You've made it to the end of the workbook!

Don't forget, the knowledge goes beyond the workbook. The secret is applying your knowledge by taking action.

Want to learn more?

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If you found this workbook helpful, please share it.