

Ashley's Legit Work-at-Home Jobs

Printable Productivity Checklist

from the eBook *Legit Work-at-Home Jobs: A Quickstart Guide to 22+ Jobs and Business Ideas with Links to Help You Get Started* by Ashley Emma, now available on Amazon: <http://a.co/eGibJXT>



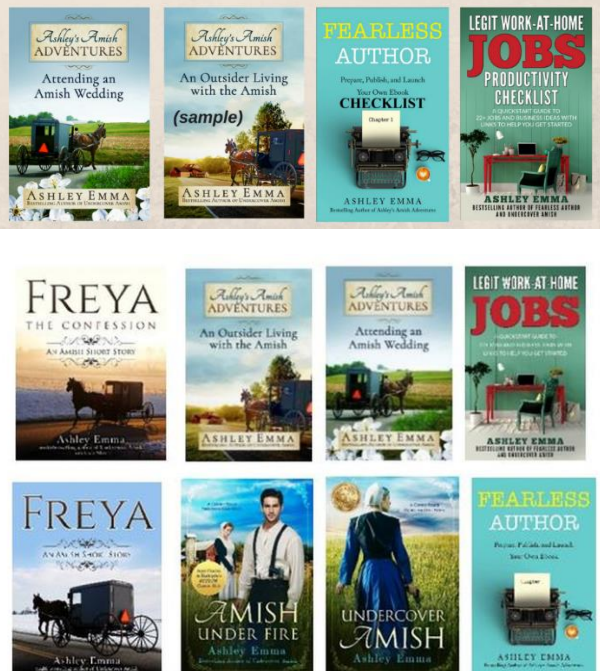
For more info on my 'Start Your Own Publishing Company' course and coaching:

<http://ashleyemmaauthor.com/fearlessauthorebook/>

OR www.ashleyemmaauthor.com

If you have any questions, email:
ashley@ashleyemmaauthor.com

Download free eBooks and Checklists
at www.AshleyEmmaAuthor.com!



LEGIT WORK-AT-HOME JOBS

Legit Jobs for Companies:

Leap Force

<http://www.leapforce.com>

Appen

<https://join.appen.com/>

Writers Domain

<http://www.writersdomain.net>

Rev

<https://www.rev.com/freelancers/captions>

VIP Desk

<https://vipdeskconnect.com/current-openings/>

Convergys

<http://www.convergys.com>

Online Classes I Highly Recommend:

Authority: Get Your Book in Print and On Kindle in Just 30 Days:

<https://donnapartow.samcart.com/zKqaDsea/SO7ziW3ryIPbQoiQ>

Donna Partow's Take Your Message to the World class (for coaches, online teachers, consultants and experts):

<https://donnapartow.clickfunnels.com/message>

30 Days or Less to Freelance Writing Success Course:

<https://horkeyhandbook.com/30-days-new-freelance-writing-career>

Free "How to Become a Freelance Writer" Blogpost:

<https://horkeyhandbook.samcart.com/how-to-become-a-paid-freelance-writer>

Not sure what writing niche to specialize in?

<https://horkeyhandbook.samcart.com/freelance-writing-niches>

Gina Horkey's 30 Days or Less to Virtual Assistant Success Course:

<https://horkeyhandbook.samcart.com/30-Days-or-Less-to-Virtual-Assistant-Success>

Free "How to Become a Virtual Assistant" Blogpost:

<https://horkeyhandbook.samcart.com/how-to-become-a-virtual-assistant>

Free Webinar on "Breaking into Virtual Assistant Work":

<https://horkeyhandbook/webinar>

Not sure what services to offer as a new Virtual Assistant?

<https://horkeyhandbook.samcart.com/va-services-list/RO7AGdsWbyYJMdKj>

Check out Gina's site:

www.horkeyhandbook.com

Christian PEN (Freelance writing and editing classes)

<https://thechristianpen.com/>

<https://peninstitute.com/>

Gina Horkey's Classes (Freelance writing and virtual assistant classes)

www.horkeyhandbook.com

Caitlin Pyle's Proofread Anywhere course (Legal transcript proofreading course)

<https://caitlinpyle.com/pa>

<https://proofreadanywhere.com/work-at-home-job-ideas-for-detail-oriented-people/>

Caitlin Pyle's free webinar on general proofreading:

<https://learn.proofreadanywhere.com/automated-webinar-funnel-template>

Proofreading Mini Course

<https://caitlinpyle.com/optin>

Internet Scoping School

<https://scopeschool.com/scoping-mini-course-enrollment/>

Amazon FBA and The Selling Family (Amazon FBA business)

<https://thesellingfamily.com>

Writing Books, Publishing, and Ghostwriting

Self-Publishing School's free workshop: How to Go from Blank Page to Bestseller in 90 Days:

<https://www.self-publishingschool/webinar>

KDP Rocket: www.kdprocket.com

KDROI: www.kdroi.com

KDSpy: www.kindlespy.com

BookAds: www.bookads.com

Free course on Amazon ads: <https://kindlepreneur.com/ams-book-advertising-course/>

ISBNs from Bowker

www.bowker.com

(Course on self-publishing) Authority: Get Your Book in Print and On Kindle in Just 30 Days:
<https://donnapartow.samcart.com/zKqaDsea/SO7ziW3ryIPbQoiQ>

KDP Rocket (best book marketing tool ever): www.kdprocket.com

Agent Resources

<http://pred-ed.com/>

<http://www.writersdigest.com/>

<http://absolutewrite.com/forums/activity.php?s=d48daa01e0f78dfb53075491f65a8207>

<http://www.publishersmarketplace.com/>

Kathy Ide (an excellent editor who specializes in query letters)

www.KathyIde.com

Authors Publish Magazine (sign up for their valuable newsletters about publishers seeking manuscripts)

<https://www.authorspublish.com/>

support@authorspublish.com

The 2017 Guide to Manuscript Publishers: <https://www.amazon.com/2017-Guide-Manuscript-Publishers-Traditional-ebook/dp/B073HQPVS>

<https://www.authorspublish.com/submit-to-authors-publish-magazine/>

Fearless Author

<http://a.co/5IqzNDR>

High Performance Paperback

<http://a.co/hZPKoR1>

Ghostwriting Resources

<http://associationofghostwriters.org/> - Sign up for the free eBook on how to find ghostwriting gigs

<https://thewritelife.com/how-to-become-a-ghostwriter/>

Self-Publishing Article

<https://proofreadanywhere.com/3-reasons-you-should-consider-self-publishing-a-book-and-how-to-get-started/>

Proofreading, Editing, and Scoping

(See Proofread Anywhere info above)

Scoping School's free mini-course:

<https://scopeschool.com/scoping-mini-course-enrollment/>

Grammar Blogs to Follow

Daily Grammar

<http://www.dailygrammar.com>

Grammarist

<http://www.grammarist.com>

Grammar Girl

<http://www.quickanddirtytips.com/grammar-girl>.

Margie Wakeman Wells (Resources for grammar for proofreading legal transcripts)

<http://www.margieholdscourt.com>

Christian Editor Connection

<https://christianeditor.com/editors/>

Blogging

Web Hosting: Bluehost

<http://www.bluehost.com>

Web Hosting: Hostgator

<http://www.hostgator.com>

Money Saving Mom (Blogging class)

<http://moneysavingmom.com/about>

Blogelina (Blogging class and helpful articles)

<http://www.blogelina.com>

<http://blogelina.com/how-to-start-your-own-profitable-blog>

Smart Blogger

<https://smartblogger.com/start-here/>

Building your Website:

Wix

<https://www.wix.com/>

Wordpress

<https://wordpress.com/>

Thrive Architect

<https://thrivethemes.com/architect/>

Social Media Manager Resources:

Social Monkey Business' free online class: "How To be a Successful, Highly Paid Social Media Manager": <https://socialmonkeybusiness.com/special-webinar-event>

<http://socialmarketingwriting.com/complete-guide-successful-social-media-manager/>

<http://www.socialmediatoday.com/content/9-steps-starting-out-social-media-manager>

Teaching Classes Online

Donna Partow's Take Your Message to the World class (for coaches, online teachers, consultants and experts):

<https://donnapartow.clickfunnels.com/message>

More information on how to land a remote teaching gig

<https://www.teachaway.com/online-teaching-jobs>

More resources

<https://www.udemy.com/teaching/>

<https://www.thepennyhoarder.com/make-money/how-to-create-online-courses/>

Setting Up Your Business:

www.irs.gov

<https://www.irs.gov/businesses/small-businesses-self-employed/self-employment-tax-social-security-and-medicare-taxes>

<https://www.irs.gov/businesses/small-businesses-self-employed/business-taxes>

<https://www.sba.gov/business-guide/launch/choose-business-structure-types-chart>

Simple Budgeting Technique Video

<https://www.youtube.com/watch?v=VCr-54OH7IY>

Carbonite

www.carbonite.com

Blackblaze (free trial)

<https://www.backblaze.com/cloud-backup.html#af9ppx>

iDrive

<https://www.idrive.com>

Other helpful links:

ScheduleOnce (automated calendar software people can book appointments with you on)

www.scheduleonce.com

Evernote (Click below to get a month free of the Premium version, or you can use the free Basic version.)

www.evernote.com

LEGIT WORK-AT-HOME JOBS PRODUCTIVITY CHECKLIST

- ✓ Get out of the house as much as you can. You could do your work at a local coffee shop so you're not distracted by chores, napping, or TV.
- ✓ Check online to see if there is a work-at-home group in your local area that you can join, or join a Facebook group. This support group will help you tremendously. It will help to talk to other people who also work at home and understand your struggles and successes, especially if no one else you know works from home. You can encourage each other.
- ✓ Exercise each morning before work.
- ✓ If you can, keep your phone on airplane mode or on silent while you're working so you're not distracted by texts, phone calls, and Facebook notifications. Every time your phone makes a noise it can totally wreck your train of thought or make you lose your place. If you get business calls or messages on your phone, then you might not be able to do this for too long. For example, when I have a good 30-minute or one-hour time block where I can really focus on my work, I put my phone on silent and return any calls or emails after. Or you can use the app called Forest which will help you not touch your phone while you work by growing a little tree on your screen: <https://www.forestapp.cc/en/>.
- ✓ Try using a filter or social media restricting app on your browser to help you concentrate on real work. This way you won't be distracted by Facebook or funny cat videos on YouTube. You might only intend to spend five minutes on sites like this, which can easily turn into an hour. Try out the app for your browser called Cold Turkey: <https://getcoldturkey.com/>.
- ✓ When people find out you're working at home, some will think that you don't do much all day or can stop working whenever you want. Don't be surprised if people start to drop by unannounced, thinking you have time during the day to hang out. Politely let them know that you are working, and you won't be finished until the time that you have scheduled. Your job is just like a traditional job in the sense that you can't take time to talk with someone or be interrupted by an unexpected visitor.
- ✓ If you need help staying focused, listen to white noise or nature sounds. Some people like

to play music while working, which might work for you, but it distracts me personally.

- ✓ Don't multitask. Don't think you can watch TV and work at the same time, even if you're doing simple work. It'll probably take you twice as long.
- ✓ Have an organized filing system and keep your files up to date. Make sure everything is documented and filed properly, and keep your tax paperwork handy in a fireproof metal filing cabinet.
- ✓ Keep track of your income and expenses on a daily and monthly basis so you have less work to do during tax season.
- ✓ Bookkeeping and taxes should be your number one priority. Paperwork is probably what I am worst at, but it needs to be top priority. Every receipt should be documented and filed in a timely manner. If you don't know how, hire someone experienced. It will save you time and money in the long run. Hire a qualified professional for your tax preparation and use software like Quickbooks (www.quickbooks.com) to help you stay organized.
- ✓ Try to pay for expenses with the same system you use for when your clients pay you. For example, because I mostly use Paypal to get paid, so I use Paypal to pay for my clients' book marketing, editing, etc. It makes it much easier to keep track of and add up for taxes because it is all in one place. I occasionally also have clients who pay me with credit cards, but it still is much easier than using several different payment methods. This won't work for everyone, but it works well for me.
- ✓ Don't get so busy working at home that you let your home life suffer. Take some time for yourself every day. Play with your kids, hang out with your spouse or partner, read a book, or go out with friends. Remember to have fun sometimes.
- ✓ Set very clear, specific goals. For example, set a goal for making \$5,000 in March or get 2 new clients in the next 2 weeks. Write it down, and put it somewhere you will see it every day, like on your desk.
- ✓ Create an office space that is separate from your sleeping and relaxing area, no matter how small.
- ✓ Set work hours and stick to them.
- ✓ Wake up at the same time every morning and maintain a routine like you would with an office job.
- ✓ Waking up early might be the hardest part of working from home. It's so tempting to sleep in with no one to keep you accountable. My baby wakes me up early to eat, so I try to get started on my work right after instead of going back to bed. This way I can get at least an

hour of work done before my toddler wakes up. To be honest, this doesn't always happen. Sometimes I do go back to bed if I've been up a lot with the baby that night, and that's ok because I can make up for it later in the day. However, I definitely get the most work done on days where I get to work right away early in the morning.

- ✓ Dozens of studies show that waking up early in the morning turns you into a more proactive person, resulting in more productivity.
- ✓ Always get dressed, even if it's in comfortable clothes. Don't wear your PJs. If you like to do your hair or wear makeup when you normally go out, then do that as well. It doesn't matter if no one else sees you. It totally changes your mindset. Most days someone does drop by my house, even for a moment, so it is good to always look presentable. Dr. Karen Pine, professor of psychology at the University of Hertfordshire, says, "When we put on an item of clothing it is common for the wearer to adopt the characteristics associated with that garment. A lot of clothing has symbolic meaning for us, whether it's 'professional work attire' or 'relaxing weekend wear,' so when we put it on, we prime the brain to behave in ways consistent with that meaning."
- ✓ Make your bed every morning. Many of the most successful and productive people in the world make their beds every day.
- ✓ Every night before you go to bed, look at your calendar and to write a list for the next day. Write down anything you can think of that you need to add to your to do list so your mind is clear and you can sleep better.
- ✓ When it looks like you're going to have a good month, don't get complacent. Line up as much work as you can and start scheduling work in weeks or months in advance as you get busier.
- ✓ Stock up on and organize your desk supplies. Know where everything is so you don't have to look for it every time you need a fresh pencil, pen or notepad.
- ✓ Get the best ergonomically correct desk chair you can afford to prevent back problems and other health issues.
- ✓ Keep your desk organized and decorated beautifully so you enjoy working there. Don't feel guilty for investing some money in some new dry erase boards, picture frames, pen holders, desk organizers, wall art, etc. If your desk is lovely to look at, you'll be happier working there.
- ✓ Have water, tissues, lip balm, pens, paper, or other things you use often right in your reach where you are working so you aren't constantly getting up to get them. While it is good to get up and move around, you might get distracted and sidetracked while looking for things.

- ✓ Don't forget to eat healthy meals, no matter how busy you get.
- ✓ Create a schedule of how you want your day to look. For example, start work every day at 8:00 and have pre-scheduled breaks throughout the day for lunch, working out, etc. With little kids at home, I can't stick to a strict schedule, but I do have a routine. For example, I work early in the morning, whenever my kids nap, and at night after my husband gets home. When my kids are awake, I do housework and spend time with them.
- ✓ Remember to step away from your computer often. It's not healthy to sit for long periods of time. Go out and walk around as much as you can, run on the treadmill, or do some jumping jacks or burpees in your living room. You'll find it refreshing and that it gives you more energy for the rest of the day.
- ✓ Stand up often. If you feel tired, standing or stretching can help wake you up. I have noticed that I can feel sleepy after sitting in one place for too long, but once I get moving, my energy comes back. Sometimes I stand and work on my laptop at the kitchen counter. You can also try moving from your desk to the table, or work outside if it's nice out. A change of environment can make a huge difference.
- ✓ Enjoy the experience, and be thankful that you get to work at home—something many people dream of. If you're doing what you love, you won't give up when it gets hard.
- ✓ Block time at the end of the week to wrap up loose ends, get small tasks done, and plan for the following week.
- ✓ Physical planner books are great, but I also highly recommend using Evernote on your phone to have a to-do list that is on you at all times. When you think of something that needs to be done, you can add it to your to do list before you forget. I don't know what I would do without Evernote. I have dozens of "notebooks" and lists on there, but I use my To Do List the most. Use this link to get one month of the Premium version for free, or you can use the Basic free version: (<https://www.evernote.com/>)
- ✓ Take weekends off whenever you can. I am so guilty of working six or seven days a week, but lately I've been really trying hard to take weekends off, even if I have to do extra work on Fridays. Taking time off and not overworking will preserve your mental and physical health, and that will be much more beneficial in the long run.
- ✓ You will make mistakes in the beginning, and you won't have all the kinks worked out right away, and this is okay. Learn from your mistakes, make a note, and don't make them again. As time passes, you will get faster and better at what you do.
- ✓ Schedule time for your work, but also your health, fun, friends and family, etc. If you don't, you will find that very quickly your time is completely taken over by work.

- ✓ Every now and then, not counting weekends, take a scheduled day off. This can be a day you can do something you love, like go to the beach or out to lunch with a friend, or you might need to use it for errands or chores. Don't let yourself do any work. This will help you clear your head and will help your work performance long-term.
- ✓ As soon as you get busy enough, raise your prices to prevent over working yourself. People will also take you more seriously and see more value in what you do. Don't be afraid to raise your rates! Charge what you're worth.
- ✓ Don't give up even when you feel discouraged. It will get difficult—that is a guarantee. If working from home were easy, everyone would do it. While it does have huge rewards, it also has massive challenges. Get through the tough times, like when a client is unhappy with your work or you have a very slow month, and you'll be so glad you persevered when your business flourishes and you're making bank.