

Title:

5 Steps To Get Your Priorities Straight At Home And In Business

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Summary:

Operating a successful home-based business is a time-consuming endeavor. This is doubly true a

When running a business from home, it's easy to let the phone calls, emails and paperwork keep

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Article Body:

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When running a business from home, it's easy to let the phone calls, emails and paperwork keep

Below are five ideas to prioritize your life and business:

1. Be honest - You probably didn't start your work-at-home career to climb the corporate ladder

Take a moment and honestly ask yourself how you've been handling the time commitment of owning

- Are you spending too much time on the phone, the computer, etc?
- Are your kids spending more time than usual in front of the TV?
- Do you snap at your children because of the stresses of your business?
- Do you worry about your business to the point that it distracts you when you are with your

2. Make a list - Sit down and write out a list of things that you see that you'd like to change

3. Log your time - Buy a notebook or create a spreadsheet that you can use to log the time you

At the end of the week, total up the hours each day that you have spent on business tasks. Are

Diana Ennen of Virtual Word Publishing, <http://www.virtualwordpublishing.com> also recommends t

4. Take a break - If you get to the end of the week and your time log has you in shock, it's t

Use this time off to re-evaluate how you need to be spending your time. Try to plan out when y

5. Plan an activity - Now that you're ready to make a change in your routine, why not plan an

If possible, find another work-at-home mom and hold one another accountable to keep to your ne

The years that you have at home with your children are a gift as is your business. The time ne

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