

HOME OFFICE

HELPFUL HINTS FROM EXPERTS

Home Office Workers Deal With The Sounds Of Summer

(NAPSA)—Many traditional joys of summer can pose challenges for those who work from home.

Summer can disrupt the typically tranquil office environment of home-based workers. Conducting business can be difficult with a radio blaring outside, the kids next door yelling and splashing in their pool or a neighbor's weed whacker whirring in the background. According to Jeff Zbar, a leading home office expert and creator of the resource site www.ChiefHomeOfficer.com, not only do these sounds of summer make it hard for home-based businesspeople to work, but when making phone calls, the distractions can leave the person on the other end with an unprofessional impression of the at-home worker.

Whether they're entrepreneurs or teleworkers, Zbar says home office workers can reduce distracting noises with a few simple steps:

- Buy a CD featuring ambient sounds such as waves crashing or rain falling. Not only will the CD block out the noise, it will help at-home workers relax on the job.

- Turn on a fan. The gentle hum and "white noise" will muffle distracting sounds and the mild breeze makes a home office more pleasant.

- Move to another room. If work is portable, pick it up and take it to another area in the house, away from the noise. The change in setting might also boost productivity.

- Keep kids occupied. Give kids who are home for the summer a quiet activity, such as an art project or a new book to read. Save more dynamic activities like playing outdoors for the end of the day when business is winding down.

- Tap technology. Wireless innovations for computers and



Working at home can be easier with the help of wireless innovations for computers and headsets that can reduce distractions.

headsets help make work more portable and productive. Home-based workers can move throughout the house and remain connected. Many wireless headsets today even come with an extended boom and noise-cancelling microphone to filter out background noises and let the user adjust talking and listening volumes to guarantee crystal-clear sound.

"Wireless laptops and headsets are two useful tools that let home workers multitask with ease," says Zbar. "Laptops provide portability and access, and most headsets feature one-touch controls, hands-free mobility and the range needed to walk around the house and even go outside while on a phone call. That's what today's productive home officer needs."

The Plantronics CS55H Home Edition is an example of a wireless headset that offers all of these helpful features. It can be purchased at office superstores nationwide and at www.plantronics.com.

By combining technology and traditional methods, at-home workers will be able to overcome noisy distractions and get their work done more efficiently—so they too can enjoy some summer fun.