



## Ask the Telecommuting Expert

### QUESTION OF THE WEEK

**Q:**

I've been telecommuting for about 4 months and not feeling as organized as I should be. Is it normal to start feeling a bit "scattered" at this stage?

**A:**

Losing your sense of organization and focus can become a problem for teleworkers at any stage. (Sometimes this even happens to people who work in a traditional office!) First, think about what's causing this state of disorganization. Is it caused by:

- ? A lack of focus, e.g., clearly defined priorities and goals?
- ? A cluttered office?
- ? Poor administrative processes? (Nothing like papers piled everywhere to make you feel disorganized!)
- ? Chaotic handling of incoming messages and mail?
- ? Distractions created by family, friends, or household tasks?

Understanding the source of the problem is the first step to creating a plan for a solution.

For more information about maintaining organization and focus while teleworking, check out these resources:

Booklet: [Tips for Teleworking Effectively in Your Home Office](#)

Mini Book: [Working Well in Your Home Office](#)

Booklet: [How to Bring Focus to Your Life and Your Work](#)

Free Guide: ["Telecommuting Resources"](#)

Book: ["101 Tips for Telecommuters"](#)

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