



# The Successful Virtual Office In 30 Minutes

*Melanie Pinola*

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## **The Successful Virtual Office In 30 Minutes** Melanie Pinola

Are you thinking about going virtual for your job or business, but don't know where to start? Or do want to get better results from an existing home office, coworking space, coffee shop, or other alternative work arrangement? **THE SUCCESSFUL VIRTUAL OFFICE IN 30 MINUTES** by author Melanie Pinola can help telecommuters, consultants, freelancers, small business owners, remote workers, and independent professionals set up and maintain a successful virtual office. From practical setup tips to advice for managing virtual teams, this guide covers it all! Topics include:

- \* Home office requirements, from insurance to Internet
- \* Four elements of a productive home office
- \* Matching your main office and mobile office
- \* Ergonomics (or how to keep your office from killing you)
- \* Coffee shops, coworking spaces, and alternative office arrangements
- \* How to tame alerts, interruptions, and procrastination
- \* Optimizing your daily routine
- \* Building a workplace culture with a virtual team
- \* Working across time zones
- \* Dealing with communication challenges and resentment
- \* Top Tech Tools for connectivity, project management, security, and more

Melanie Pinola is the author of "LinkedIn In 30 Minutes", the top-selling guide to LinkedIn. She also writes for Lifehacker, and is About.com's Mobile Office Expert. "The Successful Virtual Office In 30 Minutes" is her second book.

## **The Successful Virtual Office In 30 Minutes Details**

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# From Reader Review The Successful Virtual Office In 30 Minutes for online ebook

## Bruce Arthurs says

Received a copy via Goodreads First Reads promotion.

Nicely done. Provides an overview, introduction, tips and suggestions for setting up and using a variety of virtual-office techniques (home, mobile, coworking, etc). The writing flows smoothly and doesn't get too technical.

If you follow productivity sites like Lifehacker and others, much of the material in Ms. Pinola's guide may be familiar, but the book draws together the information into a convenient hardcopy version.

As a brief quick guide, *Successful Virtual Office In 30 Minutes* doesn't go into great depth in any section, but provides enough guidance for neophytes to get a good idea if a virtual-workspace will work for them. Quite useful.

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## Adrienne says

So an error on my screen won't let me list my 4 stars....I'll check back again later.

I received this book free from Ian Lamont for an honest review.

"The Successful Virtual Office in 30 Minutes" was a great book for those who work from home or out and about. It is full of tools and apps on how to make things easier and more efficient. It discusses office set-up, how to handle distractions, time management, overcoming procrastination, reducing distractions, and tips on being part of a virtual team. It talks about web conferences and Skype, and includes discussion about home office insurance that you may or may not need as well as the necessity of having a good, fast Internet connection. The book had a warm, casual tone to it, and it was very informative; full of apps and tools, free and those that charge a fee. This is a great resource for someone who works in a virtual office.

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## Jeri says

I received this book in a Goodreads giveaway. I really didn't learn anything new like I expected to, however, it was a good refresher.

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