

Download a free book from Take Control Books on *Taking Control of Working from Home Temporarily*. Joe Kissell, the owner/publisher has given VTC presentations.



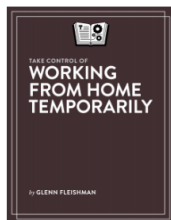
Take Control Books

Expert Advice from Leading Tech Authors

Dear Judy,

As a result of the pandemic, a huge number of people who normally work in an office are now working from home. If you find yourself in that position and feel unprepared for remote work, we'd like to offer a bit of help. Glenn Fleishman generously volunteered his time to write *Take Control of Working from Home Temporarily*, which also features advice from numerous other Take Control authors and other people with extensive experience with remote work. As a small gesture to help out in this uncertain time, we're offering the book for free.

The book's contributors, who collectively have centuries of experience working from home, offer advice in areas such as setting up a workspace (obtaining, moving, or repurposing furniture and hardware, for example); communicating with coworkers via text, audio, video and other collaboration tools; maintaining healthy physical and psychological boundaries between work and non-work activities; adapting to the presence of family members and roommates in or near your work area; and adjusting your schedule and habits to best balance productivity and sanity. There's also a chapter for parents of school-age kids on how to juggle family obligations when working from home.



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We know it's difficult to cope with the ever-changing restrictions we all face, and we hope this book helps in some small way.

Warm regards,

Joe Kissell

Publisher, Take Control Books