

Subject: Fall Newsletter from Kaye Grant

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Reconnaissance Management Consulting Group Inc.

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Instructor Recognition

Kaye was awarded a Continuing Education Instructor Service Recognition by the University of Manitoba, Extended Education on

June 21, 2012.

This award recognizes instructors who have provided outstanding service to Continuing Education students and programs.

Co-op Services

We have recently launched our Co-op services. If you know of any groups that are exploring the possibility of opening a co-op feel free to

Dear,

Welcome to our fall newsletter. Fall always brings new and exciting opportunities. We have added some new offerings at Reconnaissance. Read on to find out more.

Cheers
Kaye

How to Survive (Thrive) as a Home-Based Business

In light of my recent Award for a Home-Enterprise from the Women Business Owners of Manitoba (2012), I thought I would share my survival tips with you.



So, just how does an entrepreneur manage to stay home-based for over 19 years? I initially chose a home-base as an inexpensive and convenient way to run my business but I soon realized the pros and cons to such a choice.

Sure I was available to my family when needed but I never anticipated the effort it would take to keep family (and myself) from sabotaging my business.

Here are some of the "tricks" I use:

- Keep a dedicated workspace to ensure that I have the tools and supplies I need. This means I have a comfortable workstation, quality printer, copier, fax, filing and storage capacity.
- Learn and use technology to ensure I am always "connected" to my clients for example a smart phone. One of the first areas I tend to upgrade when cash flow is good is my technology. Using and learning new technology is critical to maintaining productivity. (I have more to learn here).
- Manage my time efficiently. I keep an ongoing to-do list using outlook. One day a week, usually Friday, I review my list and book specific tasks into the next week around any fixed appointments or events that I have booked. This works well to ensure that I don't lose track of important due dates.

forward this link [Co-op Services](#) to them.

Social Enterprise Services

We are pleased to announce our latest service offering for Social Enterprises. In partnership with Marty Donkervoort we have recently expanded our service offerings to include [Social Enterprises](#).

More details will be provided in our next newsletter.

- Maintain "business" hours. I keep some pattern of regular work time. I make sure that for the most part I am either working on the business (networking, learning etc.) or working in the business (client work) during the workweek. I do take regular breaks; mid morning, lunch and mid afternoon. I leave the office. I never (OK rarely) eat at my desk.
- Allow flexibility to take personal time so I can keep my work-life balance; but I aim to "make up" work time if and as needed. What this really means is that I try to put in an average of 35-40 hours a week but sometimes this looks like 20 one week and 60 another.
- Train my family and friends. I know this is not a new idea but really I never thought I would need to do this. So what did this look like?
 - Teaching my teenage sons that they just can't yell for me but to check first to make sure I was not on the phone. And if I was on the phone to wait or write a note if they really needed to tell me something important.
 - To inform my family and friends that I was not an "on call" resource. This one is still an area I struggle with. Maybe I need more self-training here.
 - To tell my mother that even if I was "at home" I was "at work". She seemed to think that I was only at work if I was out at a client's.

I truly enjoy working from home and have come to really appreciate the many advantages:

- The ability to flex my work hours and tasks to maintain my interest and focus. I tend to jump tasks when I get bogged down. Giving myself permission to do that can keep my enthusiasm and usually results in higher quality outcomes.
- To be able to take breaks to revive my focus. In any given day you might find me baking, gardening, running or cleaning during these breaks.
- To maintain family relationships. This allowed me to visit my ill mother as needed during her last year; or to have lunch with one of my sons.
- The ability to incorporate regular fitness activities into my schedule like going to the gym before the work day.
- The freedom to work at midnight if the right idea for a project hits me then.

Kaye Grant

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