

A SUSTAINABLE ENVIRONMENT – THE HOME OFFICE

The virtual world of Internet and email allows people to stay connected as they work from a home office

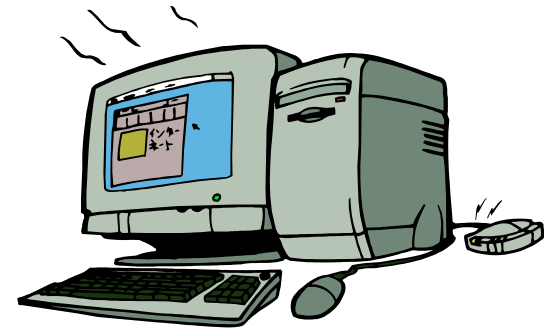


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TOOLS

A well equipped home office improves work efficiency. You may need:

- Second phone line
- Facsimile machine
- Ergonomic work space
- Computer
- High speed Internet
- email service



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ADVANTAGES

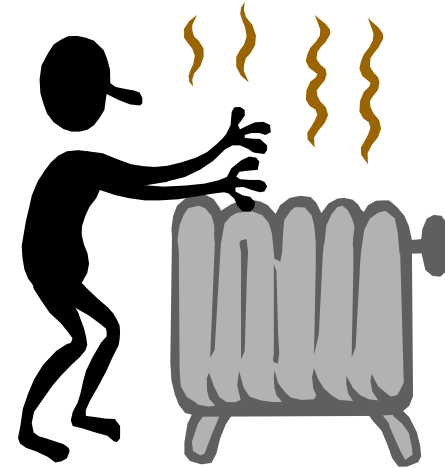
- More employment opportunities due to less restriction to a location
- Family friendly, often a flexible schedule
- No commute time and less transportation costs
- More control over your work environment
- More choices for a healthier lifestyle



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DISADVANTAGES

- Higher home heating and electric bills (if you otherwise lower temperature and turn off lights when at the office)
- Less informal communication with colleagues



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Acknowledgements

- Dr. Larry Erickson, Kansas State University
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