

Telecommute Now!

How to Get a YES to Your Request
to Work from Home

Presented by

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Pat Katepoo
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Overview

- Why Wait? Telecommute Now
- Overcome 3 Common Barriers
- 3-Step Formula to YES
- Success Story 1
- Change Your Manager's Mind
- Success Story 2
- Overcome Fear of Asking

Time-tested Tactics

- Based on actual experiences
- Online since 1997
- Thousands of professionals
- Input from hundreds

Why Wait? Telecommute Now!

- Recapture personal time now



Before



After

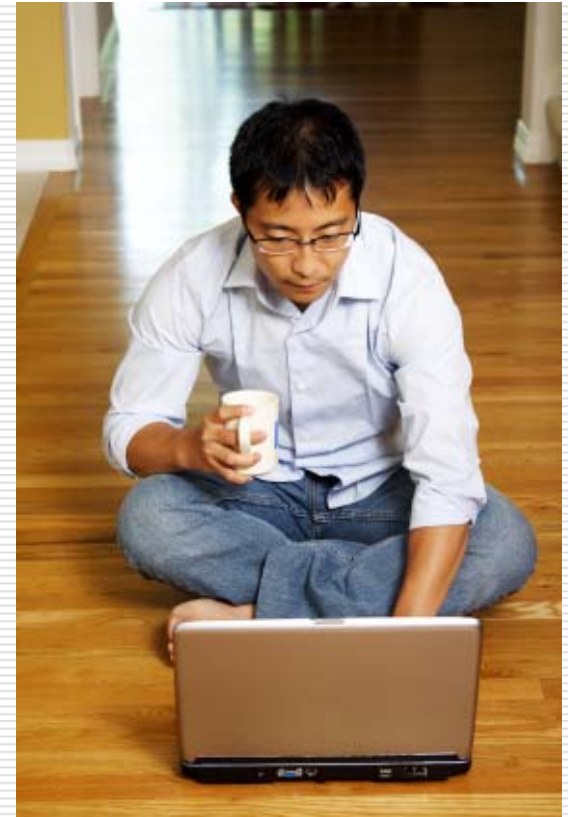
Why Wait? Telecommute Now!

- ❑ Lower your gasoline bill



Why Wait? Telecommute Now!

- ❑ Save \$ on dry-cleaning
- ❑ Save \$ on lunches out



Why Wait? Telecommute Now!

- Boost your productivity now
- Get control over your life & work now



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Three Common Barriers

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- 2. Manager puts premium on “face time”**

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1. No employer policy
2. Manager puts a premium on face time
- 3. You're afraid to ask**

Overcome the Barriers

Barrier #1: No Employer Policy

- Initiate an individual telework “policy”
- Follow a 3-step formula
- 80+ % chance of getting approval
- Score your chances here:
<http://workoptions.com/yourboss.htm>

3-Step Formula

Step # 1

Work for same boss at least 2 years

3-Step Formula

Step #2

Demonstrate your work competence
and reliability as an employee

3-Step Formula

Step #3

Present your request with a formal proposal

Answer the Nagging Question:

“Exactly how will your job get done in your telecommuting arrangement?”

Your manager *will* want to know!



Redesign Your Job Worksheet

- ❑ Go to WorkOptions.com
- ❑ Click on **freebies**
- ❑ Find “Redesign Your Job” and click

Direct link:

<http://workoptions.com/redesign.htm>

Use a Written Proposal

- Reflects intensity of purpose & desire

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- ❑ Reflects intensity of purpose & desire
- ❑ Delivers concrete comfort
- ❑ Relieves your boss's doubts and fears
- ❑ **Rejection of request difficult**

Use a Written Proposal

- ❑ Reflects intensity of purpose & desire
- ❑ Delivers concrete comfort
- ❑ Relieves your boss's doubts and fears
- ❑ Rejection of request difficult to argue
- ❑ **Supplies replies to questions**

Use a Written Proposal

- Proposal = preparation
- Preparation builds confidence
- Confidence → positive impact on negotiation



Success Story (Before)

Plumbing firm

“Straight from the ‘50s”

“We don’t do that here.”



Success Story (After)

He was impressed with my proposal.

“I think we can work something out.”

A proposal can shift your manager's thinking.



Will Your Boss Say Yes?

Summary: Approval of request relates to...

- Tenure
- Job Performance
- Professionally-crafted proposal

How did you score?

Overcome the Barriers

Barrier #2: Manager puts a premium on face time

- **First Tactic: Clarify number of days**
- Read the advice at:

<http://workoptions.com/telecommuting-how-many-days.htm>

Overcome the Barriers

Barrier #2: Manager puts a premium on face time

- First Tactic: Clarify number of days
- **Second Tactic: Stress the trial period**

Success Story (Before)

- ❑ Production Mgr and new mom
- ❑ Boss retired Marine Corps colonel
- ❑ Old school: “out of sight; out of mind”



Success Story (After)

- Proposal approved
- Then two others allowed to telecommute
- Their story featured on NPR



Overcome the Barriers

Barrier #3: You're
Afraid to Ask

- According to *Women Don't Ask...*
- "result of power social influences"
- "impaired sense of entitlement"
- "assume they're stuck"



Advice

- You *have* to ask (or *nothing* happens)
- Have a formal meeting
- Negotiate terms
- Take collaborative approach

Overcome the Barriers

Afraid to ask in a shaky economy?

- Align request w/employer objectives
- Double-digit productivity increases
- Consider proposing as a work team

Summary

- ❑ Chances of approval; proposal crucial
- ❑ Change your manager's mind:
- ❑ 1-2 days a week; trial period
- ❑ Overcome fear of asking:
- ❑ Collaborative, needs-based approach
- ❑ Align request w/employer's objectives

Enjoy the Benefits

- ❑ More Personal Time
- ❑ More Productive
- ❑ Less Stress
- ❑ Fewer Expenses
- ❑ More Adaptability
(weather, etc.)
- ❑ More Flexibility
(life happens)



Next Actions

- More strategies at WorkOptions.com
- Get [Telecommuting Proposal Package](#)



Thank you for your interest.

□ Questions? [Contact me, Pat Katepoo](#)



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