

Core Competencies Recommended for Successful Work-from-Home Jobs

Do you think you would be good at working from home? Not everyone is. Many people will admit that they need the discipline and structure of dressing in business attire and traveling to an office to do their job well. There are many tips for making your work-at-home time more productive. When thinking about how well you can manage in a work-from-home job there are two sides to the coin - job-related skills and independent self-management skills. This article will discuss the general skills and competencies that are needed by everyone, and can be used to foretell work-at-home success.

The Temptations at Home Are Greater

Creating a balance between work/home life and staying focused while working from home are the top challenges for people just starting in a home-based business. Part of the trouble with working from home is that you have to be productive, insightful, and focused in the same place where you live. This can be a challenge because there are often too many diversions. For example, did you fall behind on the laundry, and now you are trying to catch up during your scheduled work time? Are you terrible about answering your personal telephone during the time when you should be working on work? Focus is important, and staying on track is not easy, even for someone that is a seasoned work-from-home worker.

Skills, Traits & Competencies Important For Home-Based Employees

Most people love to work from home. If you don't have the traits detailed below you can develop habits that will support them. The most important step is to take an honest look at yourself and your abilities and development opportunities. After you do this, you can focus on creating linkages between what you have, and what you need to succeed.

Home-Based Employment Competency #1 – Personal Management

This competency includes:

1. Self awareness and attitude. Being self-aware enough to know yourself and accept who you are inherently. This includes understanding your strengths, weakness, interests, preferences, skills, attitude, fundamental beliefs, and values. You will need to be able to

- project a positive image of your self to others, and be able to link your skills and abilities to your professional decisions.
2. Working well with others. Being capable of positive interactions that are productive with others that are not necessarily like you. Conflict resolution, diversity, ability and willingness to help others, and the ability to work together to find a common resolution are all necessary traits for self-employed home business owners.
 3. Self-expression and communication skills. This includes the ability to express ideas, and manage your reactions for appropriateness.

Home-Based Employment Competency #2 – Learning & Work Development

This competency includes:

1. Stress management skills. Knowing how you handle stress and creating a personal strategy for managing stress so that it doesn't negatively impact your business or homelife.
2. Continuous self-motivated learning skills. These help you cope with unordinary business opportunities that may come along while running a work-at-home business. It also helps prepare for change and expand your online business.

Home-Based Employment Competency #3 – Building Your Work and Life

This competency includes:

1. Securing and scheduling work. This especially applies to home-based businesses that are self-run and managed. In these situations, the proprietor of a business is responsible for finding and securing work for the business. The ability to create strategies for planning, researching and networking are important. Thinking out-of-the-box is a common term that is included in this competency.
2. Solid decision-making and problem solving skills. Making smart choices based on learning and experiences, and using sound judgment is important.
3. Creating a balance between work and home life. This is a never ending struggle no matter where you work, and deserves adequate attention to properly management.

Conclusion

Following your heart is one of the best parts about working from home. The joy of being your own boss and creating your own destiny is invaluable. Pride is what you have created and become by doing it yourself is immeasurable no matter if you choose to be an independent contractor, business owner, or professional service provider because you make the decisions that impact your life, not someone else.