

Work-From-Home Checklist



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Work-From-Home Checklist

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Introduction

A lot of people think that remote work means you have to be a computer whiz, but there are work from anywhere jobs for everyone from consultants to writers to website designers to sales personnel.

The remote work ideas listed below are all legitimate. Some of them may seem more like a business than a job.

That's because the lines have blurred in the world of work. Experts believe that, thanks to the gig-economy, employees won't exist in the future.

Since we value flexibility and autonomy, and are choosing contractor work instead, we are essentially starting our own businesses, notes this [article in TechCrunch](#).

As you've downloaded this PDF, you're one of these "solopreneurs". To survive in today's world of work, you have to think like an entrepreneur selling one product – your own skills.

All it takes is the willingness to learn and adapt, the determination to decide what it is you want to do, and to get started.

Work From Home Equipment Checklist

Are you serious about working from home or working from anywhere in the world? Do you have the traits and temperament to work from home?

Studies by Dr Bailey Bosch have shown that good remote workers have 3 traits:

- **Conscientiousness:** Do you deliver results, meet deadlines, are you self-motivated and productive?
- **Emotional regulation:** Are you open to change and do you think positively?
- **Influencing:** Are you skilled at developing relationships, building rapport and communicating with other people?

Depending on the job you want, you'll also need to make sure you have the following equipment.

Some jobs may require specialized software or equipment, but these are the **basic requirements** that a lot of remote jobs require you to have.

Some remote job agencies will not even allow you to apply if you don't have the items on this checklist.

Work-From-Home Checklist

- Laptop or PC (at least 4 GB RAM with quad core processor)
- Fast Internet Connection (minimum of 5 Mbps)
- Backup Internet Connection (minimum of 3 Mbps)
- USB Noise Cancelling Headset
- Smartphone
- Web Cam
- Personal phone line
- Google Suite: Gmail, Calendar, Chrome, Drive, Plus, Hangouts, Voice
- Your own Microsoft Office software suite (or equivalent)
- Knowledge of Microsoft Suite: Excel, Word, PowerPoint, Outlook
- At least 2/3 years work experience in the job you're applying for
- Quiet home-office
- Ability to work during the working week (Monday-Friday)
- Ability to work part-time

As a backup internet connection, you can use a cell phone as hotspot or buy a **SIM-based Wifi hotspot** but you may have to upgrade to a higher data plan.

Also, you **MUST** have a firewall, antivirus, anti-malware and device tune-up software, such as **AVG Ultimate** installed to prevent culpable data leaks.

Read my **10 essential steps to secure your sensitive data and devices** so that hackers can't steal your information when working from home.

Check out my **home office essentials list and home office setup ideas** and learn how to set up your home office to maximise productivity and wellness.

Read our tips on **how to convert an extra bedroom into a home office** and consider investing in **ergonomic home office furniture** to prevent injuries.

Home office organisation is also important as it can be the difference between success and failure by motivating you to work at home more efficiently.

If you lack some of these things or need more than these basics to work productively, you can set up shop at a coworking space, such as **WeWork**, which should cost you less than \$100/month.

If you're a traveller or digital nomad, you may need some travel gear, too. Photographers may need to invest in a professional camera and gear, which can be expensive.

What Skills Do You Have?

I'm assuming that you have some skills acquired during your former career that will help you choose your work from anywhere job from one of the options below.

If you've never held a job, you're going to have to invest some time, effort and, yes, money, in learning a skill that will make you employable.

At online learning marketplaces like **Udemy**, you can learn a wide number of skills for less than \$10. I use it regularly to up level my own skills in certain areas.

That said, some of the work from anywhere jobs listed in this eBook require nothing more than basic computer skills and can be done by anyone with a high-school education.

Click here to access a list of **[Work-From-Home Courses](#)**

3 Work From Anywhere Jobs With Different Skill Levels

Here are 3 remote jobs that let you work from anywhere, so you can make a living from anywhere in the world.

I've listed them in order of increasing skill-set, starting from the ones that require very basic computer skills and no experience, to those that require the most advanced skills.

1. Complete Micro Tasks

SKILL LEVEL: BASIC

Just like data entry, you can get paid for completing micro tasks, such as clicking ads, taking surveys, doing copy paste tasks, completing offers, even playing games.

This is a completely legitimate way to earn money online because even Amazon owns a similar service called **Amazon Mechanical Turk (MTurk)**.

A word of warning: Some of these websites may try to install malicious code or spyware on your computer so ensure that you have an updated antivirus and spyware scanner software to prevent this from happening.

Install a software such as **AVG Ultimate** and beware of any offers that require you to download and install software on your computer.

Respondent

Get paid to answer surveys, focus group studies, and do website testing on this research study platform.

You must create an account using your Facebook or LinkedIn profile and fill in all your information and interests and verify your email. Log in and check the status of pending projects on **Respondent**.

MegaTypers.com

MegaTypers services also include Image-to-text recognition, transcription from Voice to Text, and assisting the visually impaired to overcome internet's visual challenges.

All you need to have is a computer with an internet connection and the ability to type at least 10 Words Per Minute. You can work at any hour that you want and for as long as you please. The quicker you type, the more Typer Credits (which can be exchanged for a dollar currency) you earn.

Most of the experienced & top typers earn between \$100 (Rs.6000) to \$250 (Rs.15,000) per month.

Beginners can earn \$0.45 per 1000 word images typed & experienced people earn \$1.5 per 1000 word images typed.

You need an invitation code to signup here. Enter “EJL7” as the invitation code. [Click here to sign up and enter the invitation code.](#)

As TyperCredits can be automatically exchanged for a dollar currency (on a 1-1 Ratio), they may pay through Debit Cards, Bank Checks, Paypal WebMoney, Perfect Money, Payza and Western Union, although **they recommend having a Paypal account.**

Clixsense

Due to a large number of signups, registrations at MTurk are closed to Indians, but if you live in India, websites such as **Clixsense** will pay you for completing these micro tasks.

WorthyShout

If you're Indian Citizen and above 14 years of age, you're eligible to join **WorthyShout**. They're a Market Research Company and send you online survey links. You receive a small reward when you complete a survey, they pay you a small reward.

Currently, there are 2 options to redeem your rewards - Flipkart voucher or Cheque. For Flipkart voucher, minimum points required is 15.

For Cheque, minimum points required is 76. Each point is worth US dollar 0.125. The equivalent amount in INR after deducting charges and taxes, if any, will be paid to you.

Scarlet Clicks

You can earn by clicking ads, completing offers and referring new members. **Click on ads and get paid up to 0.01\$ each.** Up to 100% referral earnings. You can cash out to Skrill, Neteller, Payeer, Perfect Money and Bitcoin account. The minimum to cash out is just \$2.

Hive Work

The **Hive Work mobile app** allows you to make extra money through small jobs that can be done from anywhere in the world at any time.

Clickworker

They are always looking for Internet users worldwide who can, for example, create or correct texts, participate in surveys or search and categorize data.

Sign up as a Clickworker free of charge. You work independently, your schedule is flexible and all you need is a computer and/or mobile device with an Internet connection. You decide when and how much you want to work – on a freelance basis.

Their **data categorization services** evaluate, analyze or categorize the content of websites, search results, images or documents whenever you feel like it.

This is what your task might look like: Does the search result really match the given search request? V

iew two Landing Pages and decide which one provides the reader with the most precise information; or check whether there is adult content on some web pages.

MicroWorkers

The tasks assigned to **MicroWorkers** and paid for by Employers are simple and quick, mostly completed in a few minutes, thus they are called "microjobs".

These tasks include data mining, data categorization, data tagging, data labeling, data matching, sentiment analysis, event sequencing, transcription, content comparison, content evaluation, surveys, research studies, application testing and so much more.

Joining Microworkers is free, and as an International site, anyone from any country can be a member.

PaidVerts

PaidVerts pays you to interact with advertisers. Paid ads will be delivered to active user accounts for a limited period of 18 hours.

All you have to do is copy 3 lines of text about the ad. And then visit the website for up to 30 seconds to unlock your instant cash payment.

If you do not click on the advertisements issued to you within the stated time frame, you forfeit any earning potential held.

You must be 16 years of age or older to participate in PaidVerts. This site is open to US and International members and is void where prohibited by local governing laws.

Neobux

They will pay you to view advertisements. To receive payments you need to have an account with Skrill, or NETELLER.

Amazon Mechanical Turk (MTurk)

A crowdsourcing marketplace that makes it easier for individuals and businesses to outsource their processes and jobs to a distributed workforce who can perform these tasks virtually.

This could include anything from conducting simple data validation and research to more subjective tasks like survey participation, content moderation, and more. **They are not currently accepting applications from India.**

You may not earn a lot in the beginning with these jobs, but even earning a little bit will boost your confidence, and you can move on to doing bigger things afterwards.

Where to apply:

- [Respondent](#)
- [MegaTypers.com](#) (Enter “EJL7” as the invitation code)
- [Clixsense](#)
- [WorthyShout](#)
- [Scarlet Clicks](#)
- [Hive Work](#)
- [Clickworker](#)
- [MicroWorkers](#)
- [Neobux](#)
- [PaidVerts](#)
- [Amazon Mechanical Turk \(MTurk\)](#)

2. Virtual Assistant (VA) Jobs

SKILL LEVEL: MEDIUM

A virtual assistant (or VA) handles routine stuff for small business owners who may not have the time or skills to handle these tasks. They may include digital marketing, customer service, administrative tasks and more.

Read: [6 Steps To Start A Virtual Assistant Business From Home](#)

Learn to be a VA

If you're unsure about what services you can offer that people actually need and will pay for, download this **list of 150+ VA Services**. It will offer some new ideas and provide you with the inspiration you need to level-up your VA services.

If you're not sure how viable a VA career is or whether its right for you, read these **success stories** to inspire you.

The best online course that offers virtual assistant certification is **30 Days or Less to Virtual Assistant Success**. It helps new and aspiring virtual assistants start and grow a VA business from scratch.

Email Management for VAs is a short course that teaches you how to offer an in-demand and high-value skill. Your future clients are out there, waiting for your help — desperate to get their inbox under control and their lives in order.

The **Project Management for VAs** course covers project management basics, helps you position your skills accordingly, talk about your services and gives you the tools you need to walk a client from project idea to completion.

This is the course to take if you want to learn how to develop (or enhance) your own **project management skill set** into a service you can offer as a virtual assistant.

Do you have a flair for customer service, awesome organizational skills and an interest in real estate?

Most real estate agents are overwhelmed with closing deals, lead generation, social media management and organizing their calendar.

This **Real Estate Virtual Assistant course** teaches you what real estate agents are looking for and how to best serve the needs of their businesses.

It was created by a licensed real estate agent and his virtual assistant and is designed to give you confidence in yourself as a **real estate VA**.

The **Virtual Assistant Agency course** is ALL about starting your own VA agency. This course teaches you everything you need to know to set yourself up to successfully bring on a new team member and take your business to the next level.

[Read the article here on starting a Virtual Assistant Business from home.](#)

Where to apply

You can find a number of Virtual Assistant companies and job boards below. Browse the most-requested skills on sites offering VA jobs and see if you fit the profile.

GenM

If you're a student, **GenM** is a platform that gives you the experience they need to launch your marketing career.

GenM offers a win-win scenario designed to help small business owners, start up founders, and solopreneurs in growing their businesses with the help of a student marketer, while giving apprentices the real world experience they need.

CrewBloom

Working for **CrewBloom** has several benefits. Their jobs are 100% remote and performance-driven. You will be well-compensated and unlike other remote outsourcing platform, they offer full-time, long-term roles where you can grow as a professional.

However, you MUST have the equipment and environment mentioned in the checklist above in order to apply.

BELAY

Belay offers offer part-time and full-time virtual assistant jobs that let you work from anywhere. You will go through a rigorous search process, and they claim that their acceptance rate is lower than Harvard's.

You will focus on providing assistance to one or two business clients. You can set your hourly rate from \$5-\$20 per hour. There's no need to register on their website. Just **click on the job you want to apply for here** and apply using your LinkedIn or Indeed login.

Fancy Hands

Fancy Hands is currently hiring people with knowledge of different fields. You can apply if you have a fast internet connection, the ability to use common websites and software, are good on the phone and great at internet research.

You'll be making phone calls on behalf of people, canceling their cable, scheduling doctor or business appointments, tracking down the best price for something, finding hotels that meet certain criteria and doing data entry.

Communication skills are a must. People will tell you what to do and you must be able to figure out what they're asking for get a clear response back to them.

Work-From-Home Checklist

To start, you'll get paid per task depending on how quickly the task is finished, what time of day it is, and how complicated the task is. Tasks are worth anywhere from \$3.00 to \$7 per task and go up from there.

You could be promoted to a managerial type position, managing other assistants and helping ensure everything runs smoothly. Payments go out every other week (on Tuesday) via Dwolla.

Job requirements:

- Computer and reliable internet connection.
- You need to have an audio headset (with a microphone) to do this job (in some cases iPhone headphones work just fine).
- Be a self starter - you should want to take on more responsibility and try new things

TimeEtc

TimeEtc is particularly interested in people looking for flexible, part time work they can do at home, especially those with a background as a personal assistant, executive assistant, secretary or admin assistant or who have their own **Virtual Assistant agency**.

You must be available for at least three hours per week to complete administrative and personal assistant tasks.

Work-From-Home Checklist

You'll be working as a Virtual Assistant, using your experience and skills to complete a wide variety of personal assistant and administration tasks, such as schedule management or document editing, for a number of different people.

They require you to have:

- At least 2/3 years commercial experience
- Ability to work during the working week (Monday-Friday)
- Ability to work part-time
- Ability to work from home
- Your own computer and Office software suite

Worldwide 101

Worldwide101 is a premium subscription staffing company.

Where typical virtual assistant companies focus on providing entry-level admin support, they focus on providing experienced business-level staff across a variety of disciplines including marketing, customer service, project management, book-keeping and much more.

Work-From-Home Checklist

As a world-class business support specialist, you'll support entrepreneurs, small business owners, and executives with a wide range of tasks, helping them to succeed, and freeing them up to focus on growing their business. When you are assigned to a client you become an integral part of their operations.

You'll need a strong professional background in administration, customer service, marketing, or project management, an interest in learning new skills and a stable home-office environment. Military spouses can check their **dedicated MilSo jobs page**.

Benefit from paid holidays and vacation, parental leave, and other contributions. They promote from within and 100% of their Executive Team and Team Leaders are former team members.

Work-From-Home Checklist

What they expect:

- A can-do attitude and a proactive outlook
- At least 7 years of work experience within your professional industry or field of specialty
- Reliability, trustworthiness and discretion
- Strong time management and efficiency
- Professionalism in all communications
- Steadiness and dependability with great flexibility
- A high level of internet knowledge and a solid understanding of cloud-based technologies
- Quick to learn and grasp new concepts
- A fast and reliable internet connection
- Friendly!

Lifebushido

Lifebushido's hires include an incredibly diverse group of people around the world. The work performed is business services for small business entrepreneurs including database work, customer service calling, accounting, marketing, recruiting, admin, and more.

Get interviewed and hired within one week if you're a fit. Everyone works from 10-25 hours per week with very flexible hours. They work as a team and always seek to help each other and help our clients.

After a few months, they explore your unique talents and the needs of **Lifebushido** ventures to determine the best work to fit your unique talents. They especially seek to hire Leaders who like to manage projects, people and clients. Email jobs@lifebushido.com to apply.

Assistant Match (USA only)

Assistant Match was created in 2007 by Katie Gutierrez Miller to make it easy for growing businesses to find and work with the best, **US-based virtual assistants**. They offer part-time assignments to Virtual Assistants who have the following:

Work-From-Home Checklist

- Fully equipped home office: computer, dedicated phone line, printer, scanner or fax, quiet work environment
- Computer requirements: Secure high speed internet, MS Office (other software depends on the assignment), daily file backup
- Professional communication by phone and email
- Ability and willingness to check and respond to email and voicemail on daily basis
- Ability to pass a criminal background check
- Have proven experience working from your home office
- Have an established virtual assistance business (you may be asked to show proof of incorporation)
- Are available during regular business hours

Red Butler (USA only)

Partner with **Red Butler** and build your own **Virtual Assistant agency**. Meet new clients, leverage their software, brand name and capabilities to service your own clients.

Their team will provide you with all of the support, training and technology to build your own Virtual Assistant business. **This program is limited to US-based personnel only.**

Work-From-Home Checklist

Set your hourly rate and Red Butler will create a pre-paid monthly subscription of 5, 10, 20 or 40 hours per month for your support. They will handle all of the collections and direct deposit all funds into your bank account of choice, less our service % fee.

There are two fees to join the Match program. A monthly advertising fee for your profile, which they will charge to your credit card on file every 30 days starting from the date you sign up.

They also charge a service fee for all of your client billing, which includes merchant and transaction fees. Plans start at \$39 per month + 20% billing. If you're unhappy for any reason, they will refund your money within 14 days from signing up.

Where to apply:

CrewBloom

Freeeup

BELAY

Fancy Hands

TimeEtc

Worldwide 101

[Lifebushido](#)

[Assistant Match](#)

[Red Butler](#)

[Gabbyville](#) (Virtual Receptionist)

[Office 88](#) (Secretary)

[Virtual Gal Friday](#)

[Naukri](#)

[Remote.co](#)

[Upwork](#)

3. Blogging & Affiliate Marketing

SKILL LEVEL: MEDIUM TO ADVANCED

If you love to write, take photos, create video content or podcasts, you can use **blogging** or online publishing to create visibility for your skills.

Unlike other work from anywhere jobs, blogging is not just a job. You need to look at your blog as a business if you want it to grow.

And don't believe those who tell you that you can earn money with a free blog and no investment. You need to invest in yourself and your blog if you want to start earning money as a blogger.

Blogging Courses

For many people a blog is an entrepreneurial launchpad to build a community and sell products and services. Blogging can become a **lucrative source of income** by itself, but you have to learn how to do it right and treat it like a business.

Free How To Blog 101 Course and WordPress Setup Step-By-Step Videos

These **Free WordPress Setup Step-By-Step Videos** will cut short your learning curve and show you how to set up a WordPress blog in a weekend.

Advanced Blogger Profits Course

Learn how to become a successful blogger with the **Advanced Blogger Profits course**. This course covers a number of ways to make money blogging for beginners.

You'll learn **how to earn money from affiliate marketing and Google AdSense**, as well as ways to create passive income. You'll learn how to start a successful blog with WordPress and make money from it fast.

25+ Free Marketing Courses

To cut your learning curve and avoid making expensive and time-consuming mistakes in your blogging journey, you need to learn from the experts. For some expert input, **check out these free marketing courses.**

Pro Blogger Bundle

Ultimately, my favourite bloggers (who also happen to make over \$1 million a year), are Alex Nerney & Lauren McManus, who have a number of **excellent blogging courses that will take you from beginner to a six-figure blogger.**

Become a Successful Travel Blogger

If you want to enter the lucrative and glamorous world of travel blogging, I highly recommend joining **Matt Kepnes' Superstar Blogging Travel Media School**, where you'll learn all aspects of running an online travel website - from travel writing to travel photography and videography.

Food Blogging Course

Love to cook? This **Food Blogging course** will give you access to a library of over 300 easy-to-understand videos made for beginner to intermediate food bloggers.

Monetize Your Blog With Freelance Writing

You can also use your blog to showcase your content creation talents and get you paid gigs to create content for other bloggers and websites. Many bloggers use side hustles, like freelance writing, to boost their income while they're building their blogs.

Check out [Sagan Morrow's Monetize Your Blog With Freelance Writing](#) course to learn what you need to start making \$2,000/month as a freelance writer. In this e-course she teaches you all about making money blogging by using your awesome skills as a writer.

You can apply for a job as a blogger or freelance writer on the websites below.

Where to apply:

[Mediabistro](#)

[ProBlogger Job Board](#)

[FreelanceWritingGigs](#)

[Contena](#)

Work From Anywhere

A Step-by-Step Guide to Remote Jobs for Work From Home Moms & Dads, Digital Nomads & Freelancers

The **Work From Anywhere (WFA) course** lists over 35 of the best 'work from anywhere' careers and remote work jobs for work from home moms and dads, digital nomads and freelancers.

Some of these work from anywhere jobs require few skills and no experience.

You'll learn about the benefits and disadvantages of working from anywhere and access a huge list of **Work From Anywhere Jobs Boards** to help you earn money from that hammock on the beach.

You CAN work from anywhere in the world and this course will show you how to work from anywhere, anyplace, anytime.

Work-From-Home Checklist

Here's what you'll get access to in this course:

- The Pros & Cons Of Work From Anywhere Jobs
- What Equipment & Investment Do You Need To Work From Home?
- How To Avoid Work From Home Scams
- Over 35 Legitimate Work From Anywhere Jobs
- Over 80 Work From Anywhere Job Boards
- Work-From-Home Webinars
- Work From Home Resources & Courses
- Personal Branding & Work-From-Home eBooks

[Click here to access the first few modules of the Work From Anywhere Course free](#)