



HOME OFFICE
Highway **2009**
WITH **JEFF ZBAR**

**WHERE
VOCATION
MEETS
VACATION
ON THE
OPEN ROAD**

Your Roadmap to Mobile Productivity



Cloud computing, Location Independence, the Anywhere Office... Remote work liberates millions of workers from the traditional office and frees them to explore boundless opportunities.

Travel with Home Office Highway as we reveal how the right technology, client expectations, and family ground rules can help you work wisely from the road. So hit the highway in your RV, a minivan or the family sedan, or set up shop in a beachfront cottage or timeshare. After all, "Work is not a place. It's a thing." It's a big country out there. Don't let a thing like work get in the way of exploring it.

Computers – compact and powerful – run today's business. And netbooks for many are the solution. These pint-sized PCs access the Internet, run Web applications, and enable "cloud computing" without the hassle or bulk of a traditional notebook. Netbooks rely heavily on the Internet and target users who require a less power from their laptops. Devices range in size from five to 13 inches, and typically weigh less than three pounds. Products like Verizon's HP Mini Netbook come ready to surf the Web over built-in broadband (\$199 + \$39.99 monthly plan). Most netbooks start less than \$400.

COMPUTING

WORKSPACE

The mobile "home office" lives on an RV dinette table, a mountain trail, or a beachside chair. Consider your spatial needs to create a suitable workplace.

- Stake your claim. Find a place to make your own.
- Seek solitude. Will the sound of work wake others?
- Maximize your space. A mobile computer case can stash stuff when not in use.

The right wireless phone – like the aptly named BlackBerry Tour from Verizon Wireless – empowers an “anywhere” office. Sync client contacts and calendar items wirelessly. E-mail documents. Turn any location into a remote office. Some tips?

PHONES

- **Miss no calls.** Forward calls from the landline to the wireless phone when on the road.
- **Go VoIP.** Voice over Internet Protocol (Vonage, Skype, Google/Talk) deliver the services of the office phone to the laptop. For many businesses, VoIP also is a disaster recovery / business continuity solution.

THE CLOUD

“The Cloud” is the New Workplace – where software applications and data are accessed over the ‘net. If you use AOL, Google Docs or Facebook, or you access your company server outside the office, you’re a Cloud Worker. Other cloud-like services?

- **Online PC access.** LogMeIn.com, LapLink, GoToMyPC.com and PCAnywhere provide password protected access to your desktop PC back in the home office. Downside: The office PC must be left on.
- **Just the fax?** The Sharp Broadband B800-SE fax machine turns office-bound faxes into PDF or TIF files emailed them to any address. Other solutions: efax.com, MyFax.com and jfax.com.

An Internet connection is your business – and personal – lifeline. Solutions include:

BROADBAND

- **Wireless Broadband.** Install the software, plug in the USB “card,” launch the app and click “Connect.” Cost: Unlimited access starts around \$40 a month.
- **MiFi 2200 3G personal network.** Verizon Wireless’s new no-wires, two-ounce mobile hotspot shares one Internet connection with up to five Wi-fi devices (PCs, cameras, gaming devices or portable media / MP3 players) Cost: \$99 after rebate; service from \$39.99 a month, or \$15 per day.
- **Surf safely.** Use anti-virus software. Beware logging on in public; hackers nearby may “see” your files. Using your aircard? Turn off your laptop’s Wi-fi.

PLANNING

Ask yourself: Do I have the mindset to work from the road? Have I ever worked solely on a laptop or netbook?

Can I adjust my rhythm and handle the distractions? Practice. Rehearse. Perfect. Remote work is a learned experience. Strive to get it right before your next workation.

Road trippin' with the fam? These strategies help get more done:

BALANCE

- **Alert clients.** Tell them you'll be on the road. Detail black-out times in advance in emails or voicemail.
- **Convince the family you'll be working – a bit.** But listen when they say "Power down."
- **Adjust your circadian rhythm.** Rise before dawn. Work late. Squeeze in a few hours' work without stealing "family time."
- **Be prepared.** Keep auto, homeowners and health insurance numbers handy. Know your coverage limits; take out riders, if needed.
- **Get a personal health record.** PHRs like PassportMD.com put medical data (blood type, physician contacts, illnesses, etc.) in password protected Internet reach.

With Office Depot Design, Print & Ship Depot, load documents or presentations onto a USB flash drive or email them – and they'll be printed and waiting at one of more than 1,100 Office Depot stores nationwide.

PRINT & PRESENT REMOTELY

IT on the road

Hard drive crash trashed your data? Maybe not. DriveSavers can help retrieve documents – even from the road. Drop off your computer at Office Depot; pick it up in a few days, or have it shipped to your next destination. For support from the road, Subscription-Based Tech Depot Services provides a year of service for less than \$1 a day.

Home officers and road warriors use gadgets that simplifies work. Your Remote Work Travel Kit could include:

TECH-CESSORIES

- A Wireless Optical Mouse, power strip / surge suppressor, and retractable USB and Ethernet cables.
- A combination 1 gig USB flash drive / card reader for my digital camera.
- A USB hub. This turns one USB port into several.
- A USB gooseneck light. Softly illuminates the keyboard or docs.
- Security devices. Laptop cable locks, LoJack for Laptops (software that tracks a laptop at log-on), and proximity alarms that sound off if the laptop strays all protect your laptop.
- The power port multi-jack. Turns one cigarette lighter into two – or more.
- The AC adapter. Converts the car's energy supply to power and charge devices.

Tech & Mobility Resources:

- www.chiefhomeofficer.com
- www.verizonwireless.com
- www.theanywhereoffice.com
- www.workshifting.com
- www.officedepot.com
- www.locationindependent.com
- www.smallbiztechnology.com

ABOUT THE HOST

Since the 1980s, author and columnist Jeff Zbar has chronicled the trends, habits and products used by smart home officers and teleworkers. Small business expert, corporate spokesman and product reviewer on stage and on national TV, Jeff debunks conventional workplace "wisdom" to showcase best practices in marketing, technology, design and lifestyle. Learn more at www.chiefhomeofficer.com.



**Think you can't take an extended vacation -
without scuttling work?**

Think again.

**Travel with Home Office Highway
as we turn a teched-out,
Internet-connected RV into a home office
on the open road.**

**Discover how to play from the highway
without your business
missing a beat.**

Home Office Highway & Host Jeff Zbar Reveal How:



- ✓ Broadband Wireless Internet and Wi-fi keep you connected
- ✓ Netbooks, laptops, and tech-cessories boost productivity
- ✓ Cloud Computing brings the office to you - no matter where you go

- ✓ Preparation and planning make for perfect road-tripping
- ✓ Entrepreneurs, teleworkers, even heads of household can do it all - from the road!

Learn more at www.homeofficehighway.com

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