

How to Create Your Mobile Office



Business Without Bricks
Eleanor Hannah

What is working mobile? Why would you?

Working mobile is having the tools and knowledge to work from anywhere, anytime.

Why have a mobile office?:

- What have I achieved? What is your why?

How to have a mobile office using everyday tools

- Where to work? What to take? What software?

This presentation is ideal for people who want to work and grow their business on the side and are having trouble finding the time, for mums who are trying to juggle many hats, and for those who don't want to be doing their accounts at 11pm after everything else is done.

My Business This Year



- Started Business Without Bricks
- March: Published my first book
- Mar-Oct: Presentations & Radio Interviews
- September: Book launch in Melbourne
- October: Childers Business Expo
- November. Launch E-course on Working Mobile
- January 2017. My next book: Outsourcing, an everyday perspective for small business

This is all on the side as I am an active mum
and work part-time

My top 5 reasons for working mobile

1. I find working on the go inspiring and creative
2. I am able to get more done as I can use snippets of time, eg ten minutes waiting for appointments
3. I am able to support my family as I can work around school, activities and appointments
4. My business is transportable to wherever and when ever I want which gives me choice and flexibility
5. I can respond more quickly to enquiries and give answers as I don't need to "wait until I get back to my office to send you that"



I am in my mobile office – What can I do?

- Communicate: phone, email, Skype, Messenger....
- Accounts: sales, purchasing, reconciliation, BAS
- Write: blog posts, reports, books
- Advertising: social media, writing content, proofing
- Calendar: book appointments, meetings...
- Watch webinars or listen to podcasts
- Read books
- Meetings and interviews
- Planning. What to do and how to do it.



My Mobile Office in a Bag

Everyday Mobile Office Kit

- Sturdy, comfortable, water-resistant bag
- Phone
- Tablet or iPad
- Notebook
- Pens
- Practical: wallet, tissues....



Big Bag Mobile Office

For day trips or heavier duty work.

- Back pack
- Laptop
- Microphone / Headset
- Books for me 😊

Equipment

Smart phone

- I'm not in the iPhone camp, but you may have or need one.
- If you link to important things, eg your address book, email, banking; you should password protect your phone and back up online.
- Don't store important information, eg addresses, on your phone.

Tablet or iPad

- I use an iPad as I have an android phone.
- Back up to the cloud.

Laptop

- Something with more grunt, more storage and will run all your software.
- I use only for temporary storage and back up, everything goes to the cloud.

Software

I have focussed on cloud based software, this was the key which made my truly mobile. With this I really could start to work from anywhere on any device. Software doesn't go out of date and it doesn't matter if my computer crashes.

- When you are starting out you can avoid software with monthly fees. But, make sure that you can do what you need to.
- Me:
 - Email, contacts and calendar: Google, free
 - Accounts: SASSU & MYOB, monthly fees; Wave, free
 - Notes: One note and Google keep, both free
 - Office software, word etc: Google docs, free; Microsoft, subscription

Where to work

Most often all I need is a sturdy table and chair, wifi and tea are a definite bonus

- Coffee shops
- Restaurants, either when open or closed
- When travelling: train, bus, plane, car, and airport terminals
- Short term offices
- Under a tree



Take Home Messages

Plan

- You are going to have an hour break between appointments, what are you going to do?
- You have to wait at the Doctors, what are you going to do?
- Always have your base kit with you and know what you can do with a snippet of time.

Stay flexible

- You have your plan, but the internet is down, the people next to you are talking loudly or there are road works. What are you going to do?

Have fun

Just because you can now work from anywhere at anytime, it doesn't mean you should.

Take control of you business.
Plan what you want.

Reward yourself and your family for your successes.



When you see me around today,
stop and ask me questions.
I would love to talk to you.

Have a great day