



# **Be Your Own Boss: Teach Yourself: When You Quit Your Job or it Quits You (Teach Yourself Business Skills)**

*Matt Avery*

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## **Be Your Own Boss: Teach Yourself: When You Quit Your Job or it Quits You (Teach Yourself Business Skills) Matt Avery**

Is this the right book for me? From weighing up the pros and cons of jumping ship in the first place to establishing and maintaining a successful solo enterprise, this book is all you need to make the leap to working alone. All aspects of setting up a new business are covered including: - managing resources, time, clients etc. - establishing good working practices and maintaining a desirable work/life balance for those who choose to work from home. - getting the financial aspects right - one of the biggest pitfalls in going it alone. - being a 'five to niner' - building up a business in your spare time while still employed. Practical examples of best (and worst) practices are provided, gleaned from interviews with dozens of people from across the globe who are successful solo workers. Be your own Boss contains hundreds of relevant examples and genuine, tried and tested tips and practices which really work. Complete Mathematics includes: Chapter 1: Weighing options Chapter 2: Are you cut out to be your own boss? Chapter 3: Staying put Chapter 4: Quitting your job Chapter 5: What becoming your own boss actually means - and how to do it Chapter 6: Setting up your solo work life Chapter 7: Effective home working Chapter 8: Accentuating the positives of being your own boss Chapter 9: Maximizing home-office potential Chapter 10: Targets and planning Chapter 11: Mobile working Chapter 12: Working 5 to 9 Chapter 13: IT for the solo worker Chapter 14: Accounting for successful business Chapter 15: Dealing with clients . Learn effortlessly with a new easy-to-read page design and interactive features: Not got much time? One, five and ten-minute introductions to key principles to get you started. Author insights Lots of instant help with common problems and quick tips for success, based on the author's many years of experience. Test yourself Tests in the book and online to keep track of your progress. Extend your knowledge Extra online articles to give you a richer understanding of the subject. Five things to remember Quick refreshers to help you remember the key facts. Try this Innovative exercises illustrate what you've learnt and how to use it.

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