

The
Work-at-Home
Survival
Guide



Caitlin Pyle

**Proven Tips,
Resources, and
Action Steps**

**Everything you need to know to survive
AND succeed at the work-at-home lifestyle.**

DISCLAIMER

This guide is not personalized, one-on-one advice from a career coach. It is not magical. You will not see any results from simply reading this guide and doing nothing. Your results depend on the thoughts you think and the actions you take.

Some of the resources within this eBook contain *affiliate links*. If you purchase a product through one of these links, I receive monetary compensation for my referral. You can rest assured I only promote products I actually use and love!

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INTRODUCTION



Hi! I'm Caitlin Pyle, and I've been working for myself since 2011.

And it wasn't by choice, either!

You see, in 2011, at age 24, I made some poor choices and broke some rules at my \$28,000-a-year desk job... and I got fired.

I'd gotten married just five months earlier, leaving us with my husband's \$34,000-a-year desk job as our sole source of income.

To make matters worse, the management at my company — a smaller, family-owned business — let me go in an almost *unbelievably* unprofessional way. Three managers sat me down in a room and took turns firing insults at me. One told me I was *trash* and that I would die alone. One of them even said *that I should never have children* because "I had no morals."

These women were all old enough to be my mother. I was too naïve to realize it didn't matter what I'd done or whether I'd deserved to be fired or not; *no one* should be spoken to in that way. *Let he who is without sin cast the first stone.*

Moving On

Getting fired sucked. I felt powerless and was depressed for weeks.

I had little belief in myself that I could survive and, because of the mistakes I'd made at the job I'd just lost, *I thought I'd be struggling financially and professionally for the foreseeable future.*

I **thought** I wanted to be a personal trainer, so I enrolled in a four-month-long intensive training to become one. I became one, and I was pretty darn good — only I didn't like it much.

(I quickly found out that enjoying exercising and teaching it to someone else are two *very* different things!)

Even though I got fired from my job, that job taught me valuable skills I could use to work from anywhere: proofreading. And not just any kind of proofreading, but proofreading transcripts for court reporters. I worked in a court reporting agency, and the woman who fired me had — ironically — given me my first transcript to proofread about two years prior. She had unknowingly given me the tools I needed to blow that popsicle stand... and *survive.*

Rising from the Ashes

See, I'd actually started proofreading for court reporters *before* I got fired. I worked in transcript production, where proofreading was paramount, and I had started up a side hustle proofreading for a few of our agency's court reporters after work. I was making an extra \$500 or so a month with just two part-time clients.

While I was in personal training school, I proofread for those two clients just to help pay the bills. I had *no idea* it could morph into anything more than a side hustle. But that's exactly what happened.

As I got more into personal training and teaching fitness classes — and realizing I didn't really enjoy having to “report for duty” in the same place at the same time each week — I started to add to my side hustle more and more. By September of 2012, I'd built up my income to \$1,300 per month, and by December that same year, I was earning over \$4,000 a month just with my “side hustle.”

I continued proofreading as my main hustle with personal training as my side hustle for the next two years. In that time, I taught several people how to proofread transcripts. After seeing them succeed, a light bulb went on in my head — hey, what if I can teach this to more side hustlers?

The Work-at-Home *Survival Guide*

And that's the short version of how Proofread Anywhere began.

Why I Wrote *The Work-at-Home Survival Guide*

The Work-At-Home Survival Guide is a comprehensive collection of what I've learned over the last several years. It's not the definitive guide to proofreading, even though that's my passion. You could say this is the definitive guide to *dodging potholes* as a new freelancer.

It's also intended to motivate the heck out of you. I shared my, erm, *colorful* getting-fired story with you because I want you to know: **IF I CAN DO IT, SO CAN YOU!**

This guide will answer very common questions such as:

- How can you tell if an “opportunity” is just a scam?
- How do you stay focused and healthy when there are so many distractions?
- What are the most rewarding ways to work from home?
- How do you stay organized?
- How do you protect yourself as a business owner?
- How do you set up a website for your business?