

*It all adds up to cleaner air*

## **Activities Suitable for Telecommuting**

- ◆ Accounting and auditing
- ◆ Budgeting
- ◆ Checking and answering e-mail
- ◆ Computer programming
- ◆ Contract document preparation
- ◆ Copy writing
- ◆ Credit checking
- ◆ Database “mining” and management
- ◆ Editing
- ◆ Evaluation preparation
- ◆ Field visits
- ◆ Graphic and architectural design
- ◆ Inventory analysis
- ◆ Job interviewing
- ◆ Legal research, review, and writing
- ◆ Meeting clients
- ◆ Payroll and personnel records
- ◆ Presentation graphics preparation
- ◆ Program review and analysis
- ◆ Project management
- ◆ Proof reading
- ◆ Publication preparation
- ◆ Reference checking
- ◆ Report drafting and writing
- ◆ Research and reading
- ◆ Reservation taking
- ◆ Scheduling and planning
- ◆ Service desk operation
- ◆ Spreadsheet analysis
- ◆ Telemarketing and mail order processing
- ◆ Transcription
- ◆ Translating
- ◆ Typesetting
- ◆ Word processing
- and ... Thinking!!

This information is provided by **TeleworkNetwork, Inc.**