



**The Black Girl
Boss Guide to
Work From Home Success**
By Siera Janae Suazo

Why I Created This Guide



Siera Janae Suazo

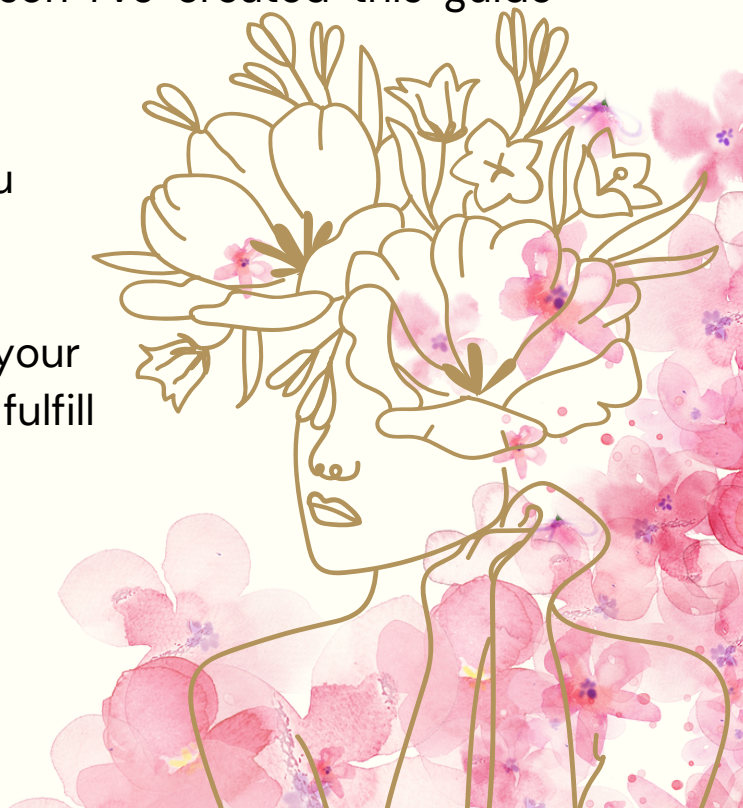
Founder & CEO,
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GIRL! Working from home has changed my life in so many positive ways. To name a few, I especially love not needing to commute, the ability to take a lunch break when I want to, and wearing a bonnet and sweatpants depending on the tone of the day. You likely do, as well.

But I realized real quick that there are factors that can harm you as you WFH as a Black woman business owner if you're not careful. Those factors are the reason I've created this guide specifically for **you**.

I hope it helps you improve how you work from home.

Clank Clank to taking ownership of your life and your business so they both fulfill you! 🥂🥂



10 Tips to Work From Home Success for Boss Black Girls

1) Set the mood.

Starting your day off with good vibes only is essential for Black girls like us. Ever seen something you weren't ready to see in the morning on your phone? I know I daily do 🖐️. Unfortunately, taking actions as simple as looking at your phone screen in the a.m. often come with consequences that can set the tone for your day. Black people in general are consistently met with media and other circumstances seemingly determined to ruin our wellness and mental health. As a Black woman it can sometimes feel like we're up against a world full of folks that want us to stay unheard and unloved.



Give this a try:

- Clear your mind before bed by journaling or relaxing.
- Get a good night's sleep.
- Avoid your phone first thing in the morning.
- Establish a simple morning routine that you can do most days that grounds you.
- Design your space so that it's a happy, yet productive place for you to work.

2) Keep it organized.



Yes, I know this sounds like a “duh, Siera” moment, but keeping things organized is easier said than done, especially for less organized ladies or people who live in their minds like me. Maintaining a declutter mentality is of the utmost importance when working from home because you may easily find yourself with coffee mugs and piles of paper on your desk. In the same vein, you should aim to keep your mind decluttered, as well. We often don’t consider how having so many things on our minds contributes to disruption and chaos in our physical spaces.



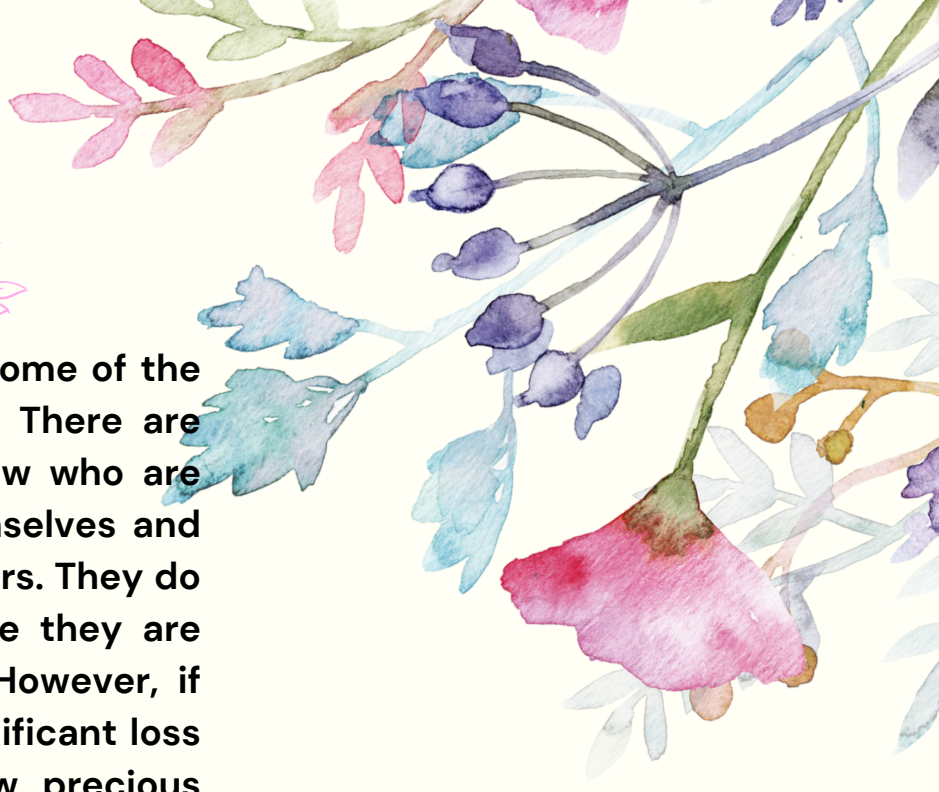
Give this a try:

- Keep your office space clean as you work.
- Get into the habit of cleaning your desk at the end of each week.
- Clear your computer or laptop of files you no longer need and organize the ones you do.
- Declutter the rest of your home if needed.
- Keep your mind clear by journaling and leveraging lists.
- Enlist others who live with you to help.

3) Use a timer often.



I honestly feel Black women are some of the most giving people in the world. There are several other Black women I know who are generous and who sacrifice themselves and their comfort to do things for others. They do this so much that it appears like they are giving their time away for free. However, if you have ever encountered a significant loss like I have, you understand how precious time is. Time waits for no one, as the old adage goes. Time is of the essence, and Sis, you better use it wisely. It's time to start tracking how you're spending it.

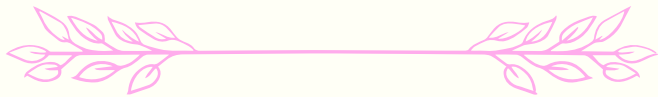


Give this a try:

- Time how long it takes you to complete tasks that seem exhaustive.
- Train yourself to cut time spent on those tasks down.
- Keep one-on-one meetings to 30 minutes or less when you can.
- Don't volunteer to do extra work.
- Sometimes basic is best- instead of aiming to be an overachiever, aim to be just good.



4) Leverage tools and resources.



Make your work life easier. With all the technology at our disposal these days, there are a bunch of tools and resources we can leverage to work smarter and not harder. Use them! From ChatGPT to Motion, technology has become expansive. Furthermore, there are articles and books in every field on the planet to learn from. If you don't know something or how to do something, it's likely a tool or resource out there to help you learn.



Give this a try:

- Keep up with emerging tools and resources in your industry.
- Dedicate a couple minutes each week to learn shortcuts for time consuming issues or tasks.
- Use keyboard shortcuts.
- Use Alexa and Siri instead of typing (something I'm still learning to implement).
- Ask others that are great at things you're not the best at for help.
- Outsource when you can.



5) Practice self-love.



Lately, I've been replacing "self-care" with self-love because I've realized to care for yourself is to love yourself. As time goes on and I develop as a human being, I'm less prone to tolerating things that disrupt my peace by causing me stress. Speaking up about my feelings has always been something I've struggled with due to trauma. And gradually I'm becoming more comfortable experiencing discomfort to stay in my truth and operate authentically. If you haven't been loving yourself like you should, it's about time you get started. You can do it. And you are SOOOO worth it.



Give this a try:

- Get comfortable with yourself by spending time alone and in reflection mode.
- Do creative things outside of working hours like painting, taking dance classes, or baking. The options are unlimited!
- Challenge yourself to grow by stepping out of your comfort zone and being authentic.
- Make healthy decisions for your mind, body, and soul.
- Look at yourself in the mirror, speak kindly to yourself, and give yourself hugs often.



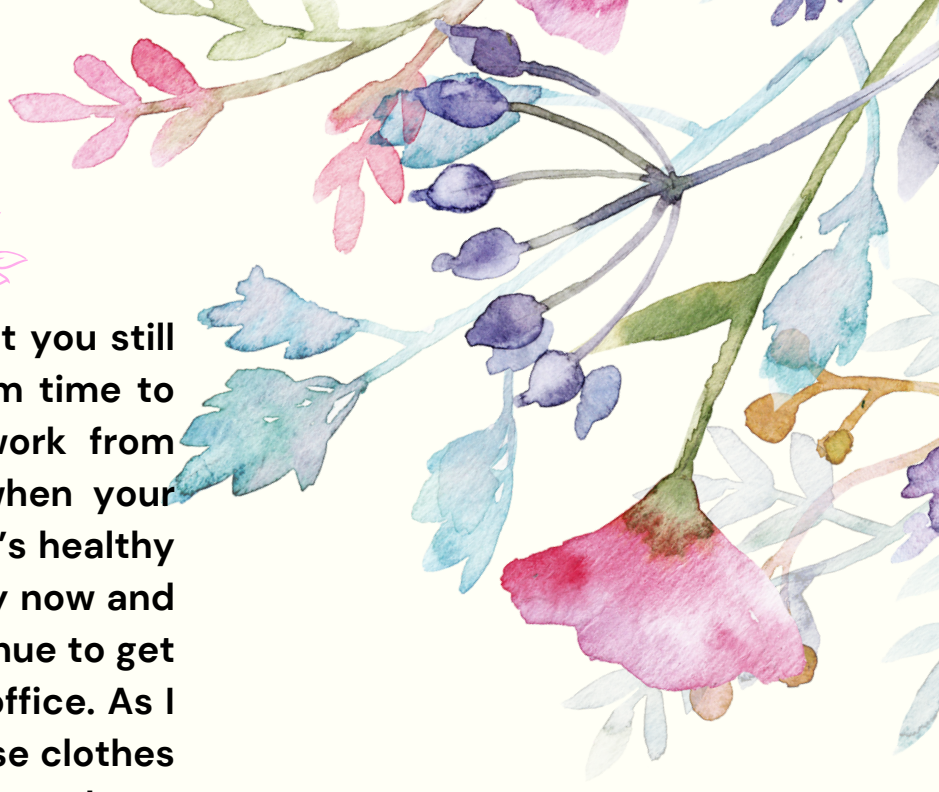
6) Stay sunkissed.



Sis, I know you glisten already, but you still need to get out of the house from time to time. Staying in the house to work from home feels great, but it won't when your vitamin D level begins declining. It's healthy to work outside of the home every now and then. Also, while you're at it, continue to get dressed as if you're going to the office. As I WFH, I find that staying in my house clothes for too long not only keeps my closet mostly full (so I don't wear my clothes as much) but gives me less energy. When I get dressed, I'm more inclined to go out into the world on days where I may want to switch up my routine. Plus, not having to deal with office politics about dress codes is AMAZING! You can dress how you want without having to put in a discrimination complaint for a change.

Give this a try:

- Set up a schedule where you work outside of the home once or twice a week.
- Take walks as part of your routine or after your lunch break.
- Visit local cafes, university campuses, or libraries and work there.
- Meet up with a friend for lunch at a local restaurant.
- Try working outside at a park or on your balcony if you have one.
- Create your very own workstyle picnic at the park.



7) Connect with others outside of the home.



When you are working from home solo, it can get lonely. While I'm a bit introverted, I find myself still needing to be surrounded by others in the community. It's vital that you find a community of people you gel with to stay in a healthy state of mind. Also, these people can serve as fake co-workers. You can bounce ideas off of them and if they work in your industry, you can even learn from them and partner with them. So, it's definitely worth trying.




Give this a try:

- Schedule a lunch with someone who does similar work as you and who lives in your community.
- Attend local events and meet new people.
- Try connecting with other local business owners and professionals in your area via LinkedIn.
- Attend virtual discussions to meet others.



8) Get you some boundaries.



The way my boundaries are set up these days! Things have changed and for the better. Because of my boundaries, I am no longer bound to the bullsh*t (can somebody say it for the people in the back?!). But on a serious note, boundary setting is a must when doing this work. You can find yourself locked into your desktop if you're not careful. For instance, some clients think you will respond to them all day long just because you're at home. Not only do you need to set boundaries with them, but with yourself about what you will and won't tolerate.



**i honor my
boundaries**

Give this a try:

- Establish boundaries and stick to them as much as possible.
- Make sure you move your body so you're not constantly sitting.
- Say "no" or "that can wait."
- Reschedule meetings when you're not feeling up to having them.
- Postpone certain work if it's causing stress or exhaustion.
- It's okay to take days off, so go ahead and try it sometimes.

9) Don't hide.

When you work from home as an entrepreneur, it can become easy to disengage from the outside world. It begins feeling like you are in your own world inside of your home. While there's nothing wrong with that, too much isolation is unsafe for anyone. Make sure you hang out with those closest to you.

Give this a try:

- Post pics and videos on social media.
- Check in on friends and family.
- Share what you're doing with others.

10) Show yourself grace.

When you have off days, and there will be plenty, know that it's okay. Know things will be fine. Entrepreneurship is tough. It's risky. It's a plethora of things that I could talk about for days on end. But it's extremely rewarding. After all, you've decided to become a boss for reasons that are so important to you that you've stopped participating in the workforce as an employee for someone else's business. That not only takes guts, but it takes grace. You, as a Black woman deserve to not be on the battlefield with yourself. You already have so much to battle.

Give this a try:

- When you don't achieve a goal, deal with your emotions by expressing yourself via a healthy medium such as speaking with a therapist.
- Take naps and schedule time away.
- Understand that you don't know it all and can't do it all.
- Celebrate your smallest and most profound wins.



Sending you virtual hugs on your journey.

Support Ya Girl!



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