

**START HERE: 10 TIPS TO
SUCCESSFULLY ESCAPING 9-5 JOB**

www.hirainn.com

BOOK DESCRIPTION:

This book is ideally for those who are determined to perform to the best of their abilities. This is often felt by people who have 9-5 jobs that basically have them occupied all day long. They feel it restricts their growth by not allowing them time to do anything else that is productive. The objective of this book is to teach you that you can indeed be more productive provided you have the right amount of determination and will power.

Productivity does not necessarily mean that you are able to multiply your income. It is a vast term which implies that you are able to make use of your time in an efficient manner which allows you to develop and hence does not stunt your growth. It could also imply that you are able to accept your job and come to terms with it harmoniously such that you look forward to your work and are able to boost your development.

Your work place should not be the kind of place you cannot wait to get away from but the sort that pulls you towards it such that you feel passionate about your work and look forward to it.

www.hirairfan.com

Contents

- INTRODUCTION: 1
- CHAPTER 1: GETTING TO KNOW YOURSELF AND YOUR PROFESSION 2
 - TIP NUMBER 1: GETTING TO KNOW YOURSELF 2
 - TIP NUMBER 2: GETTING TO KNOW YOUR PROFESSION..... 3
- CHAPTER 2: REASONS WHY MOST PEOPLE SEEK AN ESCAPE FROM 9-5 JOBS 4
 - Why you cannot stand your job: 4
 - How to get over the above problems broadly: 5
- CHAPTER 3: IMPORTANCE OF FAVORABLE CONDITIONS 7
 - TIP NUMBER 3: DEVELOP FAVORABLE CONDITIONS IN YOUR WORK ENVIRONMENT 7
 - Why is it essential to develop favorable conditions in your work environment? 7
 - How can you develop favorable conditions in your work environment? 7
 - Benefits: 8
- CHAPTER 4: ENHANCE YOUR PRODUCTIVITY 9
 - TIP NUMBER 4: PROMOTE YOUR PRODUCTIVITY 9
 - Ways to enhance your productivity:..... 9
 - How to be more productive? 9
 - Work ethics: 10
- CHAPTER 5: POSITIVITY AND OTHER ALTERNATIVES 11
 - TIP NUMBER 5: BE MORE POSITIVE 11
 - Why is positivity essential? 11
 - Positivity around you: 11
 - TIP NUMBER 6: REINVEST YOUR TIME/ALTERNATIVES 12
 - Options you have:..... 12
- CHAPTER 6: FIND YOUR ESCAPE..... 13
 - TIP NUMBER 7: CREATE YOUR OWN BUSINESS/ENTERPRISE 13
 - TIP NUMBER 8: TELECOMMUTE/ WORK FROM HOME 13
 - TIP NUMBER 9: FLEXIBILITY WITH YOUR WORK/JOB 14
 - TIP NUMBER 10: DIFFERENTIATE BETWEEN VARIOUS 9-5 JOBS AS THEY ARE NOT ALL THE SAME 15
- CONCLUSION:..... 16

INTRODUCTION:

Ever felt like you are stuck at your job? Ever felt like you do not use your time as productively as you can do so? Do you feel you have limited exposure and income due to your 9-5 job? Well this book is precisely for you. For those who want to enjoy a happier and more productive lifestyle, you must be willing to make a few changes as well. This book is developed to serve that purpose for you by providing you with sufficient information about your character building which would enable you to be more determined towards achieving more.

It will explain the ways you can incorporate to make use of your time more productively during your working hours such that you can increase your productivity, boost your energy and increase your income. Another important aspect is to feel refreshed during the day such that you do not dread your mornings and spend your entire day in the longing for it to end. You must be able to accept your job and learn the pros related to it so that you can adopt a positive attitude to it.

You must use this positivity in your work as well as encourage it in your environment by forming a harmonious relationship with your boss and colleagues. Remember that a favorable environment is a major factor which contributes to your positivity. If you do not like your work place, you will never be able to enjoy your work or perform efficiently. Making your time more productive is a long shot for that matter.

Therefore you must be able to adopt an attitude which promotes your creativity and enables you to not only work efficiently but also allow you to make use of your time in a much more productive manner. A positive person is able to feel happier from within, perform better and encourage a positive environment around him/her. Such people are able to feel content in what they have rather than feeling jealous or competitive of others around them. Hence, by incorporating a few basic habits, you can adopt a stronger personality as well as be more efficient as a whole. More importantly, it offers an escape like none other from your routine 9-5 job.

CHAPTER 1: GETTING TO KNOW YOURSELF AND YOUR PROFESSION

Now one of the foremost things is that you must recognize yourself and your capabilities. The next step is to learn more about your profession. The more you learn about it, you more you know of it and there is a greater possibility of you to be able to enjoy things that you are good at.

TIP NUMBER 1: GETTING TO KNOW YOURSELF

Now what is the link between the recognition of yourself and your profession? Knowing yourself is important to determine what you are capable of. This allows you to first identify what you are looking for. There are two main things. Either you can decide in the first place to not seek a 9-5 job if you believe it does not suit your temperament. However, if you need to take up one, you can again work in either of the two ways.

You can develop ways to escaping your 9-5 job such that you are able to perform more effectively in your assigned work. The other way is to make use of your time productively such that you can multi task and get more done in the same duration. This is basically a means of creating acceptance to your work in a way that you can reach an appropriate settlement according to your specific circumstances and also depending on the kind of job you are dealing with.

The important thing here is to recognize where your capabilities lie and how your temperament is. It is true that some people are not meant for 9-5 fixed jobs. It restricts them while on the other hand; other people may perform very well in fixed jobs. So you must identify your aptitude and focus on it then. Aptitude tests are available online as well as in books to determine the best suited career according to your personality. It must be remembered that although it is better to determine it at an early stage, you may very well change your field if you are too unhappy about it.

If you want to give it a try, you may accept it as a challenge and implement on the tips given on how you can make it work for you. If it works out for you, you may stick to your present job.

TIP NUMBER 2: GETTING TO KNOW YOUR PROFESSION

Now let us focus on the next aspect that is to learn more about your profession. For most of us, escaping our profession completely is not an option. Hence a wise method is to develop a way to accept your work. How do you bring about this acceptance? You may decide to learn more about your work/career. Learning more about it could either increase your interest in the subject matter or else it could increase your knowledge on the matter. This has the advantage of allowing you to work more efficiently provided you incorporate this knowledge into your work.

We are generally able to accept things better if we have a grasp over them or can perform them well. This is in fact a way of boosting your morale and developing your creativity. Hence, you are able to devise ways to perform more productively and in general increase your acceptance which in turn allows you a sense of contentment and harmony with your work. This is particularly important as a favorable environment is a major factor to your acceptance towards your work. Unfavorable factors tend to push you away while favorable factors encourage positivity, acceptance and the self contentment of an individual.

On the contrary, negativity and pessimism has an adverse effect on not only your profession but you as well. This is because you tend to feel negative about your environment, the people around you as well as your work which promotes acidity around you and has a negative impact.

CHAPTER 2: REASONS WHY MOST PEOPLE SEEK AN ESCAPE FROM 9-5 JOBS

Before proceeding on to the rest of the tips, let us improve your understanding on a few important aspects. So what is the real reason you cannot stand your job? There are a number of reasons for this which will be enumerated in this chapter. Can you or can you not come to terms with your opinion about your job? Well this aspect depends entirely on you.

If you exercise enough will power and determination, you can possibly change the way you think. However, it entirely depends on the sort of person that you are in which case it may not be the ideal case for you. Therefore, there is no single way it can be answered. What can be answered is that you can be brought to a point where you can be happy with your chosen option.

Why you cannot stand your job:

- You find your work quite monotonous. Following the same routine every day does not seem like an attractive job and hence you lose your interest very easily in your work.
- Since most 9-5 jobs are desk jobs, some people do not find these appealing.
- The working hours are long and if you count the commuting time and all, it adds up to almost the entire day.
- You may feel it restricts you from doing other productive work and you may even feel it to be a restriction to your income as you are stuck in your work place almost all day.
- You feel restricted when it comes to your social life as you are busy with work all day and when you finally do get home, you may not feel too energetic to go out and socialize with your family and friends.

- You do not like being answerable to your senior authorities over little things and may find it difficult to establish a good relationship with your boss.

How to get over the above problems broadly:

- A monotonous routine can indeed be quite frustrating. It may lead you to a point where you fail to enjoy your work and develop a negative attitude generally. However, you are still pretty much the master of yourself. You can utilize the time you get in a productive manner such that you keep a little incentive for yourself so that you can look forward to it in your breaks. This could be listening to music, catching up on a season you wanted to watch, reading a book, calling a friend etc. More detail will be shed on productivity in the chapters later on.
- If the desk is a problem, deal with it. Decorate your desk in an appealing manner and get more comfortable in your set up. You can keep motivational stuff on your desk like a mug with a wise saying that you like etc. in addition, you could put up pictures of your family/parents/spouse etc. This may vary from the environment you are working at and hence you may need to abide by a few rules. Also, you may want to adopt a way to keep the decoration professional for your office set up yet comfortable enough for you to work in.
- You can make your travel time more productive by trying to relax. Relaxation and feeling positive from within can do wonders for you. Half of your problems are due to negativity which you can eliminate just by incorporating positivity in your lives. You may choose what to do according to your temperament for example listening to music, making a list of chores you have to do when you get back as it would save you time, meditation if you are not driving, reading a book etc.
- Depending on your respective job, you may utilize your free time to either do something you love like read a book, listen to music etc or else seek another job online to get you additional income. Since 9-5 jobs generally require you to stay in the premises for the allotted time, you may sit in your office and do other work.

- Build up your stamina. Try to make time for the people you love; your family and friends even if it is just a little bit of time. Your mind may just be refreshed by spending time with other people. Also, you may decide to spend some quality time to yourself. Like stated before, you could do something that you love that is whatever your favorite hobby is. You could go out for a run, treat yourself to a good meal or even reinvest your time into doing more work. This however goes only for the workaholics who actually derive happiness from their work. You must be careful to not stress your mind unnecessarily though. It is only healthy to spend some time doing something other than your work.
- Eliminate the negativity and egoism inside you and try to develop modesty. You must try sincerely to develop a professional yet harmonious relationship with your senior authorities. It goes out in the favor of both the parties as you are able to function better in an environment where you are liked and appreciated. On the other hand, if your boss happens to like you, it will develop good rapport and possibly even increase your chances of bonuses, promotions etc provided your work efficiency is up to the mark.

www.hirairfan.com

CHAPTER 3: IMPORTANCE OF FAVORABLE CONDITIONS

TIP NUMBER 3: DEVELOP FAVORABLE CONDITIONS IN YOUR WORK ENVIRONMENT

Why is it essential to develop favorable conditions in your work environment?

A favorable environment enables you to function better that is, to work more efficiently, to be more positive and to accept your job better.

Hence it is a cycle which incorporates positivity in you and helps you perform better at your work while keeping you happier and enables you to be more productive in your work as well as otherwise. This is because you are able to develop creative ideas to resolve your problems.

How can you develop favorable conditions in your work environment?

This can be done in various ways. We will enumerate a few for you:

- Incorporate positivity in yourself. This is a change that you can master in yourself by conscious effort and determination. A positive person is able to see the glass as half full always and is much more relaxed and content as compared to a negative person who is able to see flaws in everything and is regarded as a miserable person by those around him/her. By staying positive, you are content within yourself and do not care about petty issues around you. On the other hand, you give off positive vibes which allows people around to see you as an approachable person and promotes healthy interaction.
- Establish a harmonious relationship with your boss and colleagues such that you do not find your work place to be a pain. In fact, you must establish a friendly relationship with your peers so that you are able to interact with them and like being in your work place.

- Decorate your desk such that you make it comforting and appealing. You have to spend your entire days on the same desk and it could actually help to set it out with familiar things instead of a boring one. Psychologically, you are able to perform better in familiar surroundings or appealing ones. Your work place is like your second home and you must make it feel like one as well.
- Interact with the people around you. Develop a good relationship with your peers and stay away from all sorts of politics. It also serves a good purpose of building up on your communication skills.

Benefits:

- You are at peace with yourself if you work in a peaceful environment.
- By interacting with everybody, you are around people who do not make you feel alienated but make you feel that you belong with them.
- You assume more acceptance of your job/work. A pleasant environment also helps you to function better and allows your growth.
- You are able to develop efficient communication skills which are essential in your professional life.
- You may not dread your mornings and your work place anymore provided the conditions are favorable for you.

CHAPTER 4: ENHANCE YOUR PRODUCTIVITY

TIP NUMBER 4: PROMOTE YOUR PRODUCTIVITY

Ways to enhance your productivity:

Now productivity is a broad term. You can enhance your productivity in different ways to your benefit. In this case, you can enhance your productivity in a way that you accept your 9-5 job and are able to work more efficiently instead of whining over it. However, you can also be productive in other ways which allow you to make use of your time in other ways apart from your work. This varies according to your temperament as well as your work place. Let us now learn more about being productive.

How to be more productive?

- Read up on your work/profession and gain more knowledge regarding it. The more you know, the greater the possibility of you gaining interest in it and working with greater zeal and fervor. Your productivity will automatically be enhanced once you do your work with more passion.
- Set up incentives for yourself like little ways to reward yourself after you accomplish your work. You could do it on a daily basis, weekly or project wise depending on what you consider best for yourself. On a daily basis, you could reward yourself with food if you are a foodie. You could also choose to buy yourself something nice if you are a shopaholic. Basically you can choose anything that goes with your interests as an incentive. This will enhance your productivity as you will work better with the objective in mind.
- You could also set up small goals for yourself and meet them such that you challenge yourself and raise your threshold with each accomplishment. This not only enhances your productivity but allows you to grow rapidly. Some people also like the rush of adrenaline that they get from little challenges.

- You may use your free time in your work place to your benefit. This includes activities that you can do to freshen you up for example meditation. It has many health benefits and it helps to relax you; de-stress you. You could also make a to-do list of all the tasks you need to do for the day. This helps to not only save time but also helps you practice a more systematic lifestyle. In addition, these can be done even while you are traveling to and fro your work place in cases when your work place is far away from your home provided you are not driving.
- Break time can be utilized to rest, eat healthy and consume tea/coffee. This promotes proper functioning of your body, re-energizes you and gets you equipped to work and enhance your productivity. In addition, you could keep sugary foods in handy to equip you with energy when needed.

Work ethics:

It must be assured at all times that your breaks and activities must not disturb your work in any way. You must perform to the best of your abilities and not take the first priority of doing anything before your work.

The work ethics must never be compromised on. If you feel you are not able to perform efficiently at your work place despite your efforts, you should actually consider changing your line of career instead of giving dissatisfactory performances and ruining the quality of work.

CHAPTER 5: POSITIVITY AND OTHER ALTERNATIVES

TIP NUMBER 5: BE MORE POSITIVE

Why is positivity essential?

It is important to change your mind frame as the foremost thing. This is because your positivity has much more power than you imagine it to have. Positivity can help you change the way you perceive things. When you are negative, you tend to overlook all the positive things around you. There are a number of factors which you must consider that are positive around you. Let us shed some light on them.

Positivity around you:

- You are employed. While you are negative, you fail to acknowledge the fact that you have a 9-5 job and earn a considerable income as opposed to the countless people out there who do not have jobs due to lack of employment opportunities. So stop being all negative and be grateful for what you have. You never know what you have is what someone else yearns for.
- You are stuck at work from 9-5? How about putting it like you are paid for working from 9-5? You have a constant source of income for which you should be grateful especially considering the economy of the world these days. So stop selling your time. Use the opportunity that you have to learn more and develop as you earn money by working productively.

Note: So get over your negativity and do not overlook the positive things around you. You must strive to achieve something and you do not have the option to whine about it on the go.

TIP NUMBER 6: REINVEST YOUR TIME/ALTERNATIVES

So you may have read all of the above but cannot come to terms with the fact that you have to do a 9-5 job. It may be due to personal reasons such that you have to pick/drop your kids off to school or that you simply do not enjoy your job. In such cases, there are numerous options for you that allow you an escape from the routine 9-5.

Options you have:

- Start reading and gathering information. Write down all your ideas. Determine what your preference is and what you are capable of doing given the practicality of the situation. You must choose a relevant profession by considering all the pros and cons that is suitable for your respective temperament.

However, this is generally a viable option in cases when you are beginning your career. It would be incorrect to say that you cannot change your career at a later stage. You need to be determined and diligent if you want to change it. It is in fact a wise idea to change your career as early as possible if you are that unhappy about it. This is because your negativity and unhappiness stunts your growth and prevents you from working to the best of your abilities. You constantly look for shortcuts or a way out of the situation.

- Work online. This is an option that is gaining immense popularity these days. You can choose a relevant job that according to your respective field and start working online from the convenience of your home.

- Changing a career is a hard decision. It may make you fearful of the consequences that will follow. However, you must take chances. Be curious and explore your opportunities.

CHAPTER 6: FIND YOUR ESCAPE

TIP NUMBER 7: CREATE YOUR OWN BUSINESS/ENTERPRISE

You may find it difficult to adjust to a 9-5 job. On top of it, you may be an authoritative kind of person who does not like taking orders from others or simply not being able to work under somebody. In such a case, it would be ideal to create your own enterprise or a small business for that matter.

It does not necessarily mean that you must start big but even a small business could be successful. This also depends on how high you aim for and your finance that is how much you can invest. The project could be a small one starting from your own house for example taking customized orders for food, cakes etc. this would require a considerable lesser investment than a whole restaurant. You must make use of your creativity and your skills to determine what the best idea for you could be. Jot them all down and choose wisely over a period of time. You cannot set up a business overnight so you must gather relevant information and acquire patience.

You may even outsource. This offers you a considerable benefit in terms of economy provided that your chosen product is successful. If your finances are a problem, you could start with a smaller business, attain loans or else set up a partnership with a trusted person. The objective is to set up a successful business that you can run for yourself and quit the 9-5 job altogether. You can even create multiple streams of income by investing in a couple of projects if you can.

TIP NUMBER 8: TELECOMMUTE/ WORK FROM HOME

It may be that you like your work but just have a problem with the routine and the fixed timings that restrict you. In such a case, you could look for a job that offers you to telecommute such that you can work from your own home via telephone, email, internet etc. This allows you to save a lot of time that may be spent in commuting otherwise in

case you live far away from your work place. In other cases, it offers you quite some flexibility by being able to perform your household chores or letting you do what you want while at the same time, you can also work at your convenience and meet deadlines that have been set out for you.

You may not be allowed to telecommute completely in which case you could reach common ground by agreeing to come to work a specific number of days and being allowed to work from home on the rest. This totally depends on the company you choose to work for and the specifications of that job.

TIP NUMBER 9: FLEXIBILITY WITH YOUR WORK/JOB

Now if you still need to stay at work, try these suggestions. You may want to ask for a bit of flexibility in your work. Depending on your respective work place, you could reach a settlement which suits both the parties. You may ask for a compressed work week in which case you may have a few days completely off from work. This could be an incentive in itself for you to focus on your work the rest of the week and relax on the off days.

If that doesn't suit you, you may ask for a permanent reduction of your hours and incorporate other streams of income. This will allow you to escape from the long working hours and allow you to reinvest your time elsewhere. You may be able to enhance your productivity this way instead of feeling all fatigued by the end of your monotonous routine and by performing better in the little time that you spend at your work place. Instead, you could use the remaining time to invest in other places or work at other places. This is because some people like change and challenges instead of the same routine every day.

Some professions also let you choose your own working hours. They can work at their convenience instead of spending the allotted time at their respective work places. This allows them to reinvest their time in other matters if they desire, relax or even use it for socializing/entertainment etc.

Another option that you can try and avail is that you can start early and leave early. This offers you the benefit of getting back earlier in time for other activities that you may desire for.

TIP NUMBER 10: DIFFERENTIATE BETWEEN VARIOUS 9-5 JOBS AS THEY ARE NOT ALL THE SAME

It is a good idea to sort out your priorities such that you determine whether or not you can come to terms with a 9-5 job. For some, the salary plays a vital role and rightfully so. They might not think their time/efforts are worth the money and hence may opt for a 9-5 job again but that pays considerably more. Hence, the reasons for somebody not liking a 9-5 job may differ too. A person who gets paid for their efforts may feel content with it.

If you are simply escaping it because you feel it is not worth your time/efforts, you may look elsewhere for the right sort of 9-5 job for you that recognize your worth instead of just giving up on it. It is also true that work places may differ considerably from each other owing to their management and administration. Hence, each person's experience at a fixed time job may vary according to the company they are working for.

In addition, some companies allow interactive sessions, meetings and other activities which allow a break in the monotony despite having the fixed 9-5 routine. This offers the employers more exposure and allows them to fully engage in their work when it is time for that and stretch out and relax in interactive sessions/activities.

CONCLUSION:

This book was developed as a guide for you to help you identify your role. It involved a step by step analysis allowing you to determine whether you are suitable for a 9-5 job in the first place. It provided you with efficient ways that you can incorporate to bring about acceptance of your job and hence enhance your productivity.

Emphasis was placed on the fact that while you must try to accept the job that you have as a challenge, it is perfectly normal if your temperament does not allow you to accustom yourself to it. In such a case, it is desirable to change your line of career instead of continuing half heartedly. You must work somewhere where you can perform to the best of your abilities and not settle for any less.

This is integral as you must not compromise for the sake of it. It will only foster negativity inside of you and make you think of shortcuts and other ways of escaping your work. You are never too old to change your job/work. It is probably better to identify your capabilities beforehand to save yourself from the time, hassle and stress. However, this does not implicate that you cannot at a later stage for some people learn from experience.

Different methods were also reflected on which was the purpose of the book, such as online work, working from home, flexible working hours, business setup etc. This allowed you to understand that there are a lot of opportunities and other alternatives for you out there that you can develop to your current 9-5 job in order to accept it happily. Another important consideration was that all 9-5 jobs are not the same and have significant variation that should be assessed according to varying temperaments and capabilities.