



FACT SHEET

Get Off the Road and Go Online

Teleworking Works!

Sometimes the things you don't do are more helpful than the things you do. Every day that you don't drive to work helps reduce harmful carbon dioxide emissions, keeping our air cleaner. Of course, you still have to work, and today's teleworking technology allows employees to stay off the road and be even more productive than if they were at the office.

Organizations large and small have demonstrated that teleworking actually increases employee productivity. How is that possible? Taking a break from the daily commute energizes workers, allowing them to better balance the demands of their work and private lives.

In short, teleworking is good for employers, employees and the community.

So help the Earth. Stay home.

EMPLOYER BENEFITS

Attract and retain valuable employees

- Compete more effectively for new employees.
- Save on training and hiring costs by retaining current employees.

Increase productivity and job performance

- Minimize employee burn out by reducing commute time.
- Help employees be more productive by enabling them to work at their peak times.

Increase employee morale and job satisfaction

- Reduce job stress by enabling employees to maintain a healthy balance between their professional and family lives.
- Provide flexible work times (flextime is the number-one benefit desired by employees).

Reduce sick time and employee absenteeism

- Employees who can better manage their time take less time off from work to care for sick children and elderly parents.
- Full days off are no longer necessary for issues like automobile problems and doctors' appointments.
- Inclement weather no longer prevents employees from getting work done because they can't
 make it into the office.

TELEWORK FOR CHANGE

DO THE MATH

- AAA's 2005 national average cost per mile is 56.1 cents per mile for operating and ownership costs (when a vehicle is driven 15,000 miles/year).
- Your daily round-trip commute mileage x 5 x .56 = total cost of 1 week's commute

How much could you save?

HERE'S SOME THINGS YOU CAN DO TO HELP THE ENVIRONMENT:

- Send this to a friend so they can learn about teleworking.
- Ask your employer about teleworking or create teleworking incentives for your employees.

EXPERIENCE TELEWORKING YOURSELF.

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Save money and reduce operating costs

 Studies estimate that companies realize \$8,000 - \$10,000 in annual cost savings per teleworking employee, including costs associated with office space, parking, bathroom facilities and healthcare.

Comply with government regulations

 Teleworking programs enable compliance with local, state and federal regulations: Clean Air Act, OSHA, Americans with Disabilities Act, Family and Medical Leave Act.

Prepare for disaster and recovery efforts

 Natural disasters, strikes, outages and terrorist incidents in or near the office will no longer completely disable your operations because employees can work from alternate locations.

EMPLOYEE BENEFITS

Reduce commute time

- Balance work and personal demands.
- Relieve employee frustrations over longer commute times and traffic congestion.
- Eliminate parking issues and the time it takes an employee to get settled in the morning.

Increase flexibility

 Give employees the ability to work at the time of day when they are most productive.

Give greater control over the working environment

 Employees who would otherwise share space or work in cubicles at the office have the quiet they need to stay productive.

- Employees are more comfortable because they control such preferences as room temperature, lighting, chair and desk ergonomics, music and manner of dress.
- Provide greater privacy and fewer interruptions.

Provide more accessibility for handicapped and disabled employees

 Employees with disabilities can schedule their meetings in the office only a few days a week so that they can work at home where they are more comfortable.

Increase disposable income

 Reduce the personal costs employees incur to work in the office: car insurance, gas, maintenance, parking, dry cleaning, meals and public transport costs.

COMMUNITY BENEFITS

Decrease air pollutants and CO2

 Teleworking decreases air pollutants and greenhouse gases, conserves energy and reduces the consumption of fossil fuels.

Reduce traffic congestion

 Fewer commuters on the road during morning and afternoon rush hour will alleviate traffic problems.

Increase home safety and security

• The presence of employees who work at home deters crime in their neighborhoods.

Citrix Online

A Division of Citrix Systems, Inc. 5385 Hollister Avenue Santa Barbara. CA 93111 USA

For more information on GoToMyPC:

Sales Inquiries:

gotosales@citrixonline.com Phone: (888) 646-0061

Press Inquiries:

pr@citrixonline.com Phone: (805) 690-2969

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