

REMOTE WORK

SCHEDULE EXAMPLE

MORNING

- 8:30** CATCH UP ON EMAILS, REVIEW TASKS/SET GOALS FOR THE DAY
- 9:30**
- 10:00** SCHEDULE MEETINGS OF ALL TYPES (1:1, FOCUS GROUPS, INTERVIEWS)
- 10:30**
- 11:00**
- 11:30**

LUNCH

12:00 LUNCH BREAK



- Don't eat lunch at your workstation if you can help it, get a change of scenery!
- If you're more productive in the mornings, switch up when you schedule meetings with when you accomplish tasks
- Set boundaries between work and personal time

AFTERNOON

- 1:00** LEAVE YOURSELF A BLOCK OF TIME THAT IS MEETING-FREE TO ACCOMPLISH TASKS RELATED TO YOUR WORK PLAN
- 1:30**
- 2:00**
- 2:30** TAKE A 30 MINUTE MENTAL HEALTH BREAK
- 3:00** MAKE TIME FOR SKILLS DEVELOPMENT (30 MIN WEBINAR, TUTORIAL OR ONLINE COURSE)
- 3:30**
- 4:00**
- 4:30** REVIEW YOUR TO-DO LIST, MAKE ADJUSTMENTS AND WRAP-UP YOUR WORK FOR THE DAY