Remote Work Schedule Template

TELEWORK BLUEPRINT FOR COWORKING PARENTS
**Virtual Vocations, Inc.**

**Daily Schedule Template**

**Remote Work Blueprint**

**Setting Telecommuting Schedules for Coworking Parents**

<table>
<thead>
<tr>
<th>A.M.</th>
<th>P.M.</th>
<th>A.M.</th>
<th>P.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>12</td>
<td>6</td>
<td>12</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>7</td>
<td>1</td>
</tr>
<tr>
<td>8</td>
<td>2</td>
<td>8</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>3</td>
<td>9</td>
<td>3</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
<td>10</td>
<td>4</td>
</tr>
<tr>
<td>11</td>
<td>5</td>
<td>11</td>
<td>5</td>
</tr>
</tbody>
</table>

*Focused Work, Responsive Work, and Collaborative Work can be utilized within both professional and school settings. This is helpful to remote workers who assist children with school from home.*

**Focused Work**
- Writing, editing, budgeting, planning, and any task requiring a high level of concentration.

**Responsive Work**
- Responding to emails and IMs, returning phone calls, adding to threads in Slack, etc.

**Collaborative Work**
- Working with others to brainstorm, engage on social media, develop projects, and more.

**Maintenance Work**
- Paying bills, doing virus scans, organizing files, etc.

**Care Time**
- Moments for personal hygiene, eating, meditating, journaling, self-care, caring for others, and more.

**Leisure Time**
- Time for indulging distractions and enjoying hobbies.

**Unscripted Time**
- Free, creative, improvised time for extra work, play, or doing absolutely nothing.

**Active Time**
- Aerobic and muscle-strengthening exercises are recommended for adults to stay healthy. *(Source: CDC)*

**Sleep Time**
- Adults should get 7–9 hours of sleep in a 24-hour period. *(Source: Mayo Clinic)*

As illustrated in the key below and the example schedule above, each type of work or activity for Coworking Parents has been color coded.