Remote Work Schedule Template

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

*Focused Work, Responsive Work, and Collaborative Work can be utilized within both professional and school settings.

**FOCUSED WORK***
Writing, editing, budgeting, planning, and any task requiring a high level of concentration.

**RESPONSIVE WORK***
Responding to emails, giving feedback on assignments, adding to threads in Slack, etc.

**COLLABORATIVE WORK***
Brainstorming, providing instruction, engaging on social media, developing 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.

**UNITY TIME**
Quality time with loved ones without multitasking.

**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)*

**UNSCRIPTED TIME**
Free, creative, improvised time for extra work, play, or doing absolutely nothing.