Remote Work Schedule Template

TELEWORK BLUEPRINT FOR MORNING PEOPLE
Setting Alternative Work Schedules for Morning People

*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.

**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.

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