Remote Work Schedule Template

TELEWORK BLUEPRINT FOR SINGLE PARENTS
**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.

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**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.