

WEEKLY REMOTE WORK SCHEDULE

Employee Name: _____

Week Of: _____

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Morning (AM) <i>Deep Work / Focus</i>	Morning (AM)	Morning (AM)	Morning (AM)	Morning (AM)
Afternoon (PM)	Afternoon (PM) <i>Team Sync @ 2PM</i>	Afternoon (PM)	Afternoon (PM)	Afternoon (PM)
Notes	Notes	Notes	Notes	Notes