

SAMPLE WORK PLAN

Employee Name	Telework Date
Work Start /End Time	Lunch Start/End Time
TW Phone number	Additional Contact Info

Work Plan

1. Teleworker should complete this work plan prior to the planned telework day and forward to supervisor. Add tasks as applicable for telework day.
2. Supervisor and teleworker should review and adjust plan as necessary to ensure productive use of teleworking day.
3. Teleworker and supervisor should revisit Work Plan following telework day, discuss accomplishments, challenges, etc.

Tasks/Work to be Completed	<i>Check if Completed</i>	<i>Total Time Spent</i>

Employee Signature		
Supervisor Signatures	Work Plan Approval	Approval of Work Actually Completed