

EXAMPLE OF TELEWORK REPORT

Pre-telework email (the day before the telework day)

Planned tasks for Thursday, July 28

- work plan for the next year
- finishing the edits to the telework handbook
- reading Telework in the US report
- review Sustainable Transportation text book
- meeting with co-worker to check in
- working on getting the telework form fixed
- drafting email for managers about telework tools and their locations
- read and respond to emails
- send email to external telework colleagues to check in and give status update
- catch up on reading related news/reports etc stuck in my email box

Post-telework email (the end of a telework day)

Planned tasks accomplished

- work plan for the next year
- finishing the edits to the telework handbook
- reading telework in the US report
- meeting with co-worker to check in
- working on getting the telework form fixed
- drafting email for managers about telework tools and their locations
- read and respond to emails

Unplanned tasks accomplished

- participated in meeting on local plan review
- talked with employee about their PMP and work plan

Planned tasks not accomplished

- send email to external telework colleagues to check in and give status update (will be done August 1)
- catch up on reading related news/reports etc stuck in my email box (low priority)
- review Sustainable Transportation text book (low priority)