

plum predict certain.

A REALISTIC WORK-FROM-HOME SCHEDULE



With a fully remote company, the familiarity of the in-office workday schedule has dissolved for employees. The community of people sitting beside one another has been temporarily limited to video conferences, emails, and Slack channels. Many of us look forward to casual morning chats with co-workers or mid-afternoon breaks to take a walk outside, so it's important to find ways to keep this community alive, even if it's virtual for now.

At the core of all this, the work must get done! How do you encourage productivity but allow space in everyone's day to think, be creative, or homeschool their kids? Enter stage right: *The WFH Schedule*.

This schedule creates efficiency by allocating buckets of time for internal meetings, client meetings, and dedicated work time, but carves out time that allows everyone to balance work and personal schedules while working remotely.

HERE'S HOW IT WORKS:

1. Mirror the schedule after school-day periods by dividing the hours of 8 a.m. to 5 p.m. into nine "periods." Each period is 50 minutes, allowing for a 10-minute transition time at the end of each hour for parents to trade-off, refuel energy levels, or have a virtual watercooler chat.
2. Determine which periods will be set across the company for one-on-one, town hall, and departmental meetings. This provides a structure to allow those meetings to happen at consistent times throughout the week.
 - a. Set the expectation that any internal meetings must take place during those set periods. If someone wants to schedule a meeting outside of those hours, they need to ask and gain explicit permission from the attendees.
3. Ask your staff to work a minimum number of core periods during the 8 a.m. to 5 p.m. window (i.e., 5 core periods) and let them know they have the option to work a couple of periods in the early morning or evenings too if that's what makes them happiest and most productive.

You can take it one step further by adding tabs geared towards employees in different life stages. For parents, consider offering a schedule for kids that complements the work schedule you've set out for the company, along with a list of educational resources (apps, YouTube art channels, etc.) to help parents out.

Other helpful tips to keep in mind when customizing your schedule

Don't forget that being a virtual community means you are just that: a community. Schedule fun things like virtual happy hours, lunch-time virtual yoga sessions, and watercooler chats. Every employee won't be able to make it to everything, but providing options just as you do in the physical office setting helps combat feelings of isolation.

Our company is using this schedule and it's too good not to share. Customize your copy today!

THE WFH SCHEDULE

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 0	8:00 AM					
	8:50 AM					
Period 1	9:00 AM					
	9:50 AM					
Period 2	10:00 AM					
	10:50 AM					
Period 3	11:00 AM					
	11:50 AM					
Lunch	12:00 PM					
	12:50 PM					
Period 4	1:00 PM					
	1:50 PM					
Period 5	2:00 PM					
	2:50 PM					
Period 6	3:00 PM					
	3:50 PM					
Period 7	4:00 PM					
	4:50 PM					
Period 8	5:00 PM					
	5:50 PM					

LEGEND	
	Blocked. Cannot auto book any meetings (unless they involve only you and external stakeholders), unless you ask and get permission.
	Blocked for booking meetings within your department
	Blocked for booking meetings with external stakeholders that involve cross departmental participation
	Blocked for cross departmental meetings (without Directors)
	Blocked for social time
	Blocked for cross departmental meetings (Example: Townhall will take place during this time every other week)
	Transition time, we are finishing all meetings 10mins before the hour, book meetings 50mins

A SCHEDULE FOR THE KIDS

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Period 0	8:00 AM					
	8:50 AM					
Period 1	9:00 AM					
	9:50 AM					
Period 2	10:00 AM					
	10:50 AM					
Period 3	11:00 AM					
	11:50 AM					
Lunch	12:00 PM					
	12:50 PM					
Period 4	1:00 PM					
	1:50 PM					
Period 5	2:00 PM					
	2:50 PM					
Period 6	3:00 PM					
	3:50 PM					
Period 7	4:00 PM					
	4:50 PM					
Period 8	5:00 PM					
	5:50 PM					

RESOURCES FOR KIDS

TIME SLOT	SUBJECT	ITEM	LINK
Academics	More	Open Culture	http://www.openculture.com/free_k-12_educational_resources
Academics	Ed videos	Learn At Home	https://learnathome.withyoutube.com/
Academics	Biographies	Podcast: Goodnight Stories for Rebel Girls	https://www.rebelgirls.com/pages/podcast
Academics	Coding	Code.org Express course (block based for beginners)	https://code.org/
Academics	French	100 tests to prepare and pass, 5th year, 3rd ed.	https://www.renaud-bray.com/Livres_Produit.aspx?id=2373457&def=100+-tests+pour+se+pr%c3%a9parer+et+r%c3%a9ussir%2c+5e+ann%c3%a9e%2c+3e+%c3%a9d.%-2cLABERGE%2c+COLETTE+%26+AL%2c9782897422233
Academics	History	Podcast: Forever Ago	https://www.brainson.org/pages/listen
Academics	Science	Podcast: RadioLab	https://www.wnycstudios.org/podcasts/radiolab
Academics	Coding	Code.org Express course (block based for beginners)	https://code.org/
Academics	History	Podcast: Forever Ago	https://www.brainson.org/pages/listen
Academics	Math	Prodigy	https://play.prodigygame.com/
Academics	Math	DreamBox	https://www.dreambox.com/canada
Academics	Math	SplashLearn K-5 (lifetime access)	https://www.splashlearn.com/
Academics	Reading	Lexia Learning	https://www.lexialearning.com/
Academics	Reading	Raz Kids K-6 (Chapter-style) US content, Free PDF content, licence has comprehension	https://www.raz-kids.com/
Academics	Science	Mythbusters Kids	https://www.youtube.com/playlist?list=PL5PHwcnRKURrTgRokdqOT6yaK8kT4chEh
Academics	Science	Bill Nye The Science Guy	https://www.youtube.com/watch?v=phgmNMahDlk&list=PL_zuNdsXRcfMThB81edcSxSYQqG_41JMg
Academics	Science	Podcast: Brains On!	https://www.brainson.org/pages/listen
Academics	Science	Podcast: Wow in the World!	https://www.npr.org/podcasts/510321/wow-in-the-world
Academics	Stories by Kids	Podcast: Story Pirates	https://www.storypirates.com/podcast
Academics	Math	SplashLearn K-5 (lifetime access)	https://www.splashlearn.com/
Academics	Music Lessons	Podcast: Noodle Loaf	http://noodleloafshow.com/
Academics	Platform	Kahn Academy	https://www.khanacademy.org/
Academics	Platform	Teach me Kindergarten	https://apps.apple.com/ca/app/teachme-reception/id336689375
Academics	Platform	ABCmouse	https://www.abcmouse.com/
Academics	Reading	Raz Kids K-6 (Chapter-style) US content, Free PDF content, licence has comprehension	https://www.raz-kids.com/
Academics	Reading	Reading Magic	
Academics	Stories	Podcast: Stories Podcast	http://storiespodcast.com/
Academics	Stories	Podcast: Circle Round	https://www.npr.org/podcasts/532788972/circle-round
Academics	Printing letters	iWriteWords (app)	https://apps.apple.com/ca/app/iwritewords-handwriting-game/id307025309

TIME SLOT	SUBJECT	ITEM	LINK
Academics	Reader	Endless Reader (app)	https://apps.apple.com/ca/app/endless-reader/id722910739
Creative/Toy/Physical	Physical Activity	Cosmic Kids (yoga)	https://www.cosmickids.com/
Creative/Toy/Physical	Physical Activity	Just Dance	https://www.youtube.com/channel/UChjW4BWKLqpojTrS_tX0mg
Creative/Toy/Physical	Physical Activity	Go Noodle	https://www.gonoodle.com/
Creative/Toy/Physical	Creativity	Craft Video	Search YouTube
Creative/Toy/Physical	Creativity	Drawing	Search YouTube
Creative/Toy/Physical	Creativity	Art and Craft	Search YouTube
Creative/Toy/Physical	Creativity	Platine and Playdough	Search YouTube
Creative/Toy/Physical	Creativity	Draw Disney Characters	https://www.apartmenttherapy.com/free-disney-drawing-class-youtube-36736772?fbclid=I-wAR12_-D_bjXiSLCW4ZWAxbC2lusuXQBsbkboUUpoOfZxXswYR1oJUCAmQQo
Creative/Toy/Physical	Creativity	Crocka-doodle pottery kit	
Creative/Toy/Physical	Creativity	Sticker Mosaics	
Creative/Toy/Physical	Toys	Lego	
Creative/Toy/Physical	Toys	Lego challenge	https://www.freehomeschooldeals.com/free-printable-30-day-lego-challenge-instant-download/
Creative/Toy/Physical	Toys	Hot wheels challenge	