



COVID-19 Telework Daily Task Schedule

Teleworker Name		
Date Tasks Assigned		
Department		
Telework Hours	From	To

1.	Task _____ Deliverable _____ Accomplishment _____	Estimated Hours _____ Actual Hours _____
2.	Task _____ Deliverable _____ Accomplishment _____	Estimated Hours _____ Actual Hours _____
3.	Task _____ Deliverable _____ Accomplishment _____	Estimated Hours _____ Actual Hours _____
4.	Task _____ Deliverable _____ Accomplishment _____	Estimated hours _____ Actual Hours _____
Total Estimated Hours:		Total Actual Hours:

Employee/Teleworker Signature

Supervisor/Telemanager Signature