

Sample Daily Work Schedule From Home:

Remember, that in order for this type of schedule to work **YOU MUST DISCIPLINE YOURSELF** and commit to your studies for at least a regular class time. You may not need all of that time to complete your studies - GREAT- then take some down time, and then hit the ground running!

Class 1 is whatever class you want it to be. It does not have to be your period 1 class, but if that helps you get through the day then make it that way. The time is just a suggestion. You can start at 6 AM or 12 Noon.

Tips for being productive:

- Find a quiet place to work, free of distractions.
- Create a to-do list. Cross off items as you accomplish them!
- Work in 30-60 minute periods of time and then take a short 5-10 minute break.
- Try not to multi-task.
- Put your phone in another room.
- Reward yourself for a completed assignment by giving yourself some phone time.

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| WAKE UP | 8:00 am |
| Eat Breakfast! Get coffee & say a morning prayer. | 8:30 am |
| GET READY TO START WORK FROM HOME | 9:00 am |
| Class 1 Work from Home | 9:00-9:30 |
| Class 2 work from home | 9:30-10:00 |
| Class 3 work from home | 10:00-10:30 |
| BREAK and LUNCH | 10:30-12:00 |
| Class 4 work from home | 12:00-12:30 |

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| Class 5 work from home | 12:30-1:00 |
| Class 6 work from home | 1:00-1:30 |
| POSSIBLE Class 7 from home | 1:30-2:00 |

