

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.

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

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

