

TELEWORK TASK WORKSHEET

The types of tasks most suitable for teleworking are portable – those that can be performed from anywhere. Given the appropriate communications and computing capabilities, most jobs contain some tasks that can be performed as easily from home as they can from the office.

The following list includes, but is not limited to, portable jobs and tasks that could be considered for teleworking:

Portable Tasks:

- Analysis
- Auditing
- Batch work
- Calculation
- Computer programming
- Conducting business by phone
- Data entry
- Design
- Dictating
- Documents (writing, editing)
- Engineering
- Evaluations
- Field visits
- Graphics
- Proposals
- Transcribing



TASK WORKSHEET:

Once you have identified which tasks would be appropriate for teleworking, use this worksheet to outline the tasks/projects you will work on each week, while teleworking.

Describe the specific work assignments that would be done at home or at an alternate work site and review with your manager.

Duties/project description	Duration: on-going or project timeframe

Source: Telecommute Connecticut and University of Washington