FolarraStudio

# Remote Work Planner

*focus · connect · switch off*

PRINTABLE · DAILY FOCUS, MEETINGS & BOUNDARIES

# This Planner Belongs To

*for remote and hybrid workers*

NAME _____

WORKPLACE _____

ROLE _____

PHONE / EMAIL _____

YEAR _____

## How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Daily focus and Weekly plan pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Plan each day in focus blocks and set clear start and stop times.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

## My work word for this year

## Why I love my work

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*tap a title in the digital planner to jump to it*


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# Daily Focus Plan

*one day per page*

DATE _____ START / STOP TIME _____

## Top 3

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Deep work blocks

## Meetings

## Shut down list

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

# Weekly Plan

*office days and home days*

WEEK OF _____ NOTES _____

| TIME | MON | TUE | WED | THU | FRI | SAT | SUN |
|---|---|---|---|---|---|---|---|
| 7:00 | | | | | | | |
| 8:00 | | | | | | | |
| 9:00 | | | | | | | |
| 10:00 | | | | | | | |
| 11:00 | | | | | | | |
| 12:00 | | | | | | | |
| 13:00 | | | | | | | |
| 14:00 | | | | | | | |
| 15:00 | | | | | | | |
| 16:00 | | | | | | | |
| 17:00 | | | | | | | |
| 18:00 | | | | | | | |
| 19:00 | | | | | | | |

# Time Block Planner

*protect focus time*

DATE _____ ENERGY _____

| TIME | BLOCK | DONE |
|---|---|---|
| 7:00 | | ☐ |
| 8:00 | | ☐ |
| 9:00 | | ☐ |
| 10:00 | | ☐ |
| 11:00 | | ☐ |
| 12:00 | | ☐ |
| 1:00 | | ☐ |
| 2:00 | | ☐ |
| 3:00 | | ☐ |
| 4:00 | | ☐ |
| 5:00 | | ☐ |
| 6:00 | | ☐ |

# Meeting Notes

*one call per page*

MEETING _____ DATE _____

WITH _____ LINK / ROOM _____

## Agenda

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Notes

## Action items

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

# Home Office Setup

*comfortable and focused*

## Desk

- [ ] Chair height
- [ ] Screen height
- [ ] Light
- [ ] Cables tidy
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
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- [ ] _____

## Tech

- [ ] Backup
- [ ] Headset
- [ ] Updates
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

## Wellbeing

- [ ] Plants
- [ ] Water
- [ ] Breaks
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

# Work Life Boundaries

*switch off well*



## Start ritual

## End ritual

## No work zones

## Connection with people

# Weekly Wins

*progress you made*

| WEEK | WIN |
| --- | --- |
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# Project Tracker

*what you are working on*

| PROJECT | DUE | STATUS | NEXT STEP |
|---|---|---|---|
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# Notes



FolarraStudio

# Thank you!

Thank you for choosing FolarraStudio. I hope this planner makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

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