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

Contents

Daily focus 4

Weekly plan 5

Time blocks 6

Meeting notes 7

Workspace 8

Boundaries 9

Wins 10

Projects 11

Notes 12

Thank you & terms of use 13

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

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

Project Tracker

what you are working on

PROJECT	DUE	STATUS	NEXT STEP

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.

Terms of use

- For personal use. You may print as many copies as you need for yourself and your family.
- Please do not resell or upload the files elsewhere. To share, send the link to folarrastudio.com.
- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

Find more free planners at folarrastudio.com