

Sample DAILY TELEWORK LOG



TWIN CITIES
Telework

Commuter Services

Before the start of each telework day, use this form to note what tasks you will be working on. Email it to your supervisor before you start work and also let your teammates know you have started your telework day so they know you are available.

At the end of the telework day, fill out what you actually worked on with notes and send it to your supervisor. Also let your teammates know you are done working for the day.

| Employee Name: | | | Date: | | |
|----------------|--|--|----------------------|--|--|
| Objectives | | | Tasks/Work Delivered | | |
| 1. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 2. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 3. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 4. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 5. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 6. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |
| 7. | | | Comments: | <input type="checkbox"/> Met <input type="checkbox"/> Not met | |

