

Template Action Plan for Working from Home When You're Caring for Others

TendLab, Mindful Return, and Work360 are three companies whose mission is to advance the relationships between parents and their employers. In this time of COVID-19, we have pooled our collective experience to help caregivers and managers communicate effectively in a work-from-home environment.

We offer this template as a tool to for employees with caregiving responsibilities to promote constructive dialog between direct reports and managers. We recommend that a direct report take the lead in crafting this plan, and that managers be open-minded when discussing the plan with direct reports. We also strongly suggest that this plan be updated on a weekly basis.

Plan for Daily Availability

I expect to be online and available during the following times this week:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Work Priorities and Timelines

The following are my high-priority work responsibilities and expected timelines for addressing them.

Priority 1: [Insert Description]

- Anticipated Timeline:

Priority 2: [Insert Description]

- Anticipated Timeline:

Priority 3: [Insert Description]

- Anticipated Timeline:

Communication Plan

Frequency: I would like to engage with my manager on a [INSERT SUGGESTION] basis to discuss daily availability, priorities, and timelines.

Communication Format: [Describe format of communication for each type of communication; e.g. email, text, phone, Zoom].

Other Issues

Other topics I would like to discuss with my manager are as follows: [Insert desired topics here].