

Working From Home : Routine

Sample Schedule for a work at home parent

We have put together a sample schedule for a work at home parent with a three year old child. This parent runs an online shop, and works alone. The parent relies on support from contacts he/ she has made on a favourite community board, and tends to spend half an hour every working day networking.

	Monday	Tuesday	Wednesday	Thursday	Friday
8.00	Breakfast. Check emails. Pull off orders	Breakfast. Check emails. Pull off orders	Breakfast. Check emails. Pull off orders	Breakfast. Check emails. Pull off orders	Breakfast. Check emails. Pull off orders
9.00	Playgroup	Review web stats	Playgroup	Get web update ready	Playgroup
10.00	Playgroup	Musical Tots	Playgroup	Musical Tots	Playgroup
11.00		Begin to create newsletter	Continue newsletter	Proof read newsletter	Get orders ready for despatch
12.00	Lunch.	Lunch.	Lunch.	Lunch.	Lunch.
1.00	Pull off final orders for today's despatch. Get orders ready for despatch	Pull off final orders for today's despatch. Get orders ready for despatch	Pull off final orders for today's despatch. Get orders ready for despatch	Pull off final orders for today's despatch. Get orders ready for despatch	Pull off final orders for today's despatch. Finish getting orders ready for despatch
2.00	Get orders ready for despatch	Get orders ready for despatch	Get orders ready for despatch	Get orders ready for despatch	Update website
3.00	Play break	Play break	Play break	Swimming	Play break
4.00	Orders being picked up by courier service. Chat with online discussion group	Orders being picked up by courier service. Chat with online discussion group	Orders being picked up by courier service. Chat with online discussion group	Orders being picked up by courier service. Chat with online discussion group	Orders being picked up by courier service. Chat with online discussion group
5.00	Emma's tea.	Emma's tea.	Emma's tea.	Emma's tea.	Emma's tea.
6.00	Dinner	Dinner	Dinner	Dinner	Dinner
7.00		Go to wholesalers	Complete newsletter		Check automated email for newsletter. Upload newsletter and send.