

Year 12 – Lockdown Schedule – Working from home

Hi all, please see below a timetable that you should aim to use in order to get a healthy work/life balance for working from home. Having a routine and structure will help you manage your time and hopefully ensure that you do not feel overwhelmed with the current lockdown procedures. There is an example and a blank on the following page for you to use at your discretion. Remember that **tutors are available online from 10-12pm** each day if you have any questions. **Hope that you're all well and staying safe.**
 Georgia

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-10am	Breakfast /Get college work ready	Breakfast /Get college work ready	Breakfast /Get college work ready	Breakfast /Get college work ready	Breakfast /Get college work ready
10-11am	College work	Reading / Physical Activity	College work	Reading / Learn something new	College work
11am-12pm	College work	College work	College work	College work	College work
12-1pm	Reading / Physical Activity	College Work	Break / Lunch	College work	Physical activity / Reading
1-2pm	Break / Lunch	Break / Lunch	College work	Break / Lunch	Break / Lunch
2-3pm	Learn something new	Break	Physical Activity	College work	College work
3-4pm	College work	College work	Reading / Learn something new	Physical activity	Learn something new
4pm onwards	Free Time	Free Time	Free Time	Free Time	Free Time

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Please see below a blank timetable that may be helpful for you to use. Remember to take breaks regularly. For some of you, I know you prefer to work in the evening so flip the times around as you wish. If you need any support please let me know.

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9-10am					
10-11am					
11am-12pm					
12-1pm					
1-2pm					
2-3pm					
3-4pm					
4pm onwards					