



**KENTUCKY STATE  
UNIVERSITY**

# TELECOMMUTING WORK DELIVERABLES FORM

**Submit: Friday, 4 p.m.**

*(Friday's report must include work deliverables for each work day you telecommute)*

Date *(Must include day of week)* \_\_\_\_\_

Name \_\_\_\_\_ Kentucky State ID Number \_\_\_\_\_

Office \_\_\_\_\_

## **OVERVIEW**

Work Plan

Work Goals

Professional Development

Work Assignments

## **MEETINGS** *(remotely only)*

Staff Meeting

One-on-one

Name of Meeting 1 \_\_\_\_\_  
*(purpose, tasks, and accomplishments)*

Name of Meeting 2 \_\_\_\_\_  
*(purpose, tasks, and accomplishments)*

Name of Meeting 3 \_\_\_\_\_  
*(purpose, tasks, and accomplishments)*

**ACCOMPLISHMENTS** *(please list all projects completed and/or accomplishments)*

## **ACCOMPLISHMENTS continued**

### **HOW CAN KENTUCKY STATE UNIVERSITY HELP?**

What challenges did you face while telecommuting?

What do you need to be more successful while telecommuting?

Do you have any recommendations or suggestions for Kentucky State?

Do you need additional guidance from your supervisor?

Do you need help with completing an assignment from other(s) on your team?