## Work planning

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| **Name** | |  |
| **Job Title** | |  |
| **Normal Work Location** | |  |
| **Normal/contractual Working Days and Hours** | |  |
| **What are the priority tasks you will work on over the next XX weeks. Consider**  -          Strategic planning  -          Operational  -          Catch up | | **Priority Tasks** |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| Taking into account the priority tasks above, what, if any, spare capacity will you have to undertake other duties? | Please provide details eg. Days.hours | |
| Do you have a work laptop which allows you to work from home ? | Y/N | |
| If no, do you have your own PC or laptop at home you could use for remote access under our Bring Your Own Device option? | Y/N | |