MoneyOnliners

REMOTE WORK ACADEMY • DOWNLOADABLE WORKBOOK

Lesson 27: Time Management for Remote Workers: How to Stay Productive

Module: Succeeding in Remote Work | **Lesson:** 27 of 40

1. Lesson Takeaways

Write the three most useful ideas you learned from this lesson. Focus on what changes your understanding or what you can apply.

Takeaway 1

Takeaway 2

Takeaway 3

My One-Sentence Summary

Explain the lesson in your own words as if you were teaching a beginner.

2. Apply the Lesson to Your Situation

Use the prompts below to connect the lesson to your own remote-work goals, experience and circumstances.

What is my current situation related to this lesson?

What is the biggest gap, risk or opportunity I noticed?

What evidence or information do I still need?

3. Practical Action Plan

Turn the lesson into specific actions. Keep each action realistic and measurable.

Action	Deadline	Done?
1.		■
2.		■
3.		■
4.		■
5.		■

My most important next step

4. Remote Work Decision Check

Use this page to test whether your next move is realistic, legitimate and aligned with your longer-term remote career.

- ■ I understand the main idea from this lesson.
- ■ I can explain how it applies to remote employment.
- ■ I have identified at least one practical action.
- ■ I know what information I should verify before acting.
- ■ I am not relying on unrealistic income or job promises.
- ■ I can connect this lesson to my wider remote career plan.

Questions I still need to answer

5. Reflection & Progress

Complete this page after applying the lesson. Reflection helps turn information into a repeatable career skill.

What did I do differently because of this lesson?

What result or feedback did I get?

What will I improve next time?

Lesson Completion

■ I completed the lesson ■ I completed the workbook ■ I chose my next action

MoneyOnliners educational note: Remote-job availability, employment laws, taxes, location restrictions and employer requirements vary by country and organization. Verify important requirements before making employment decisions.