

Score your remote work week and find out where the time really goes.

NAME: _____ WEEK OF: _____ GOAL SCORE (1-10): _____

DAILY SCORECARD - RATE EACH METRIC FROM 1 (POOR) TO 5 (EXCELLENT)

METRIC	MON	TUE	WED	THU	FRI
Focus hours (deep, uninterrupted work)					
Deep work blocks completed (2+ hrs)					
Tasks completed vs planned					
Scheduled breaks taken					
Distractions handled / avoided					
Energy level throughout day					
Work / personal boundary kept					
DAILY TOTAL (out of 35)					

WEEKLY ENVIRONMENT CHECKLIST

- Desk cleared and organised at start of week
- Natural light or good desk lighting in place
- Phone out of reach during deep work
- End-of-day shutdown ritual followed
- Dedicated workspace - not the couch
- Headphones / do-not-disturb signal used
- Calendar blocked for focus time
- Weekly team check-in / async update sent

WEEKLY REFLECTION

What worked well this week?

What will I do differently next week?

Next week's single most important focus:
