

## HR's Work-From-Home Checklist

Item	Status (Complete y/n)	Notes
Daily Check In  (Call, Conference, Email)	<input type="checkbox"/>	
Weekly/daily activity log	1. _____ 2. _____ 3. _____ 4. _____	
Task Completion in relation to monthly/quarterly goal	1. _____ % Notes if any:	
Collaboration Updates	1. 2. 3.	
Challenges/ Successes	1. 2. 3.	
Daily Check Out (Call, Conference, Email)	<input type="checkbox"/>	