



# TELECOMMUTING WORK DELIVERABLES FORM

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

( ' ~~Sl~~y's report must include work deliverables for DI X P S L E B Z Z P V U F M F D P N N V U F )

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?