My work from home – how to use guide

Daily record:

Tasks or jobs:

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| List any tasks or jobs you have done each day. These can be employability tasks – jobs around the house such as: gardening, fixing things, painting and decorating.They can also be independent living tasks: cooking and baking; cleaning; washing clothes.You can also list any health and fitness tasks or skills you are doing: walking, running, cycling, yoga, dance, fitness routines.If you are keeping in touch with friends or family via social media or phone, you can also include this. |

Skills I used today:

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| Here you should list any skills you think you have used – there is a guide below to help you think of the skills. You can also include:* Practical skills – gardening, cleaning, cooking etc.
* Social skills – communicating.
* IT skills – using social media, phones, computers to keep in touch with others.
* Fitness skills – including completing routines.
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Weekly record:

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| This is to list what you have done during the week, and at the end you can tick off any skills you are using, and add any other skills not listed. |

Photo record:

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| If you can take and upload photos, use this sheet for pictures of the daily or weekly work.If not, do save photos for when you return to college, and staff members can help put them in. |