

Chapter 5 Exercises

1. Flexible Work Arrangement Proposal

Proposed by:

For:

Date:

Description of desired flexible work arrangement:
For a trial period beginning _____ and ending _____ . Please note that the arrangement may be put on hold during work emergencies.
How my time spent on work and work performance will be maintained and enhanced:
Ways in which my work will not be altered:

How I will ensure access to coworkers and clients:
Needed tools and resources, including those supplied by me, and those supplied by the firm:
Performance goals for trial period:
Measures we should use to evaluate our performance against proposed goals;
Format for bi-weekly progress reports on my time use, activities and progress:

Other concerns and arrangements

Signatures:

Date: _____