LESSON PLAN

Working from Home

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INCLUDED IN THIS PACKAGE

- **LESSON PLAN** *(2 pages)*
- **ACTIVITY** *(5 pages)*
- **QUIZ** *(1 page)*
- **ACTIVITY ANSWER KEY** *(2 pages)*
- **QUIZ ANSWER KEY** *(1 page)*

COLLECT FROM YOUR LIBRARY

- **VIDEO 47** *(Working from Home)*
- **PRESENTATION 47** *(Working from Home)*
- **HANDOUT 47** *(Working from Home)*



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LESSON PLAN

Working from Home

GRADES
7 to 12

TIME
45 minutes



OVERVIEW

Where you work can influence how you work. In this lesson, students will examine how different work arrangements can affect finances, productivity and quality of life. Students will also learn practical habits that support focus and well-being while working or studying independently.

GOALS

- Help students recognize how work arrangements affect daily life and finances
- Encourage students to build habits that help balance responsibilities and personal time

OBJECTIVES

- Identify advantages and challenges associated with working from home
- Explain how work arrangements can affect a person's finances and quality of life
- Describe habits that can help someone stay focused and productive while working or studying independently

ASSESSMENT

Use the activity in this lesson plan to assess students' grasp of the topic. An optional quiz is also provided (the quiz is not factored into the lesson's 45-minute runtime).

Did you know? *According to a work-from-home survey by Owl Labs, brainstorming is the most challenging type of meeting when it comes to remote work.*

MATERIALS

- ☐ **VIDEO 47**—*Working from Home*
- ☐ **PRESENTATION 47**—*Working from Home*
- ☐ **ACTIVITY**—*Work Smart Charades and Answer Key*
- ☐ **HANDOUT 47**—*Working from Home*
- ☐ **QUIZ**—*Working from Home and Answer Key*

PREPARATION

- *Gather digital materials (video and presentation)*
- *Print* **HANDOUT 47** *for each student*
- *Prepare the* **ACTIVITY:** *Print and cut out one complete set of cards. Review the Answer Key and print a copy for reference. Prepare a 30-second timer.*
- *(Optional) Print* **QUIZ** *(Working from Home) for each student*

LESSON PLAN

Working from Home

TIMELINE

5 minutes	Introduce topic and show **VIDEO 47** *(Working from Home)*
10 minutes	Go over **PRESENTATION 47**
25 minutes	Facilitate the **ACTIVITY**
5 minutes	Wrap up and distribute **HANDOUT 47**
(Optional)	Assessment: **QUIZ** *(Working from Home)*

INSTRUCTIONS

1. Introduce the topic: "Imagine you could do all of your schoolwork from anywhere. Where would you choose to work?"

   Invite a few students to share their answers, then ask:

   - What would help you stay focused in that location?
   - What might make it difficult to get your work done there?

   Explain that there isn't one perfect place to work and that different work environments offer different benefits and challenges.

2. Show **VIDEO 47**
3. Go over **PRESENTATION 47** and encourage students to share any habits they already use to stay focused while working or studying independently
4. Facilitate the **ACTIVITY:**
   - Divide the class into two teams
   - Shuffle the cards and place them face down in a single deck
   - Read aloud the Game Overview and the Round 1 section of the Answer Key
   - Choose a team to go first and have them select their first clue giver
   - Start a 30-second timer as the clue giver begins their turn
   - Alternate teams after each turn, rotating the clue giver each time
   - At the end of each round, count and record each team's score, then reshuffle the deck
   - After Round 3, add the scores from all three rounds to determine the winner
5. Wrap up by sharing the following:
   - Every work environment comes with trade-offs that can affect your finances, productivity and quality of life
   - No matter where you work, healthy routines and clear boundaries can improve focus and well-being
   - The same habits that support remote work can also help you study more effectively
6. Distribute **HANDOUT 47** for students to take home
7. (Optional) Distribute **QUIZ** for individual assessment, or answer the questions together as a class; decide whether or not students can reference their notes/handouts during the quiz

NOTES

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ACTIVITY

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WORK SMART CHARADES

Directions: Print and cut out the cards, then shuffle them together into one deck.

Work-life balance	Boundaries
Burnout	Video call
Flexible schedule	Internet
Time management	Headset

Routine	Comfortable clothes
Saving money	Multitasking
Turn off notifications	Calendar
Home office	Communication
Snacks	Email

WORK SMART CHARADES

No commute	Focus
Laptop	Procrastination
Ergonomic chair	To-do list
Stress	Webcam
Instant message	Standing desk

Team meeting	Coffee mug
Family time	Music playlist
Isolation	Keyboard
Mouse	Deadline
You're on mute	Go for a walk

Working from home	Distractions
Alarm clock	Power outage
Good lighting	Motivation
Stretch break	Phone call
Quiet	Screen

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QUIZ

Working from Home

NAME: _____

TOTAL
/7 pts

MULTIPLE CHOICE

Directions: CIRCLE the best possible answer from the given options.

1. Which of the following is a **financial** benefit of working from home?
   a. Having fewer distractions
   b. Spending less on transportation
   c. Working fewer hours each week
   d. Spending more time with family

2. Which habit is most likely to help you stay focused while working or studying from home?
   a. Following a regular schedule
   b. Working on several tasks at once
   c. Leaving notifications on
   d. Waiting until you feel like working

/2 pts

SHORT ANSWER

Directions: Answer the following question in one or two sentences.

3. Name one challenge of working from home and describe one strategy that could help address it.

_____

_____

/2 pts

TRUE OR FALSE

Directions: CIRCLE either true or false.

4. TRUE or FALSE — Having a dedicated workspace can help you stay focused.

5. TRUE or FALSE — Working from home is the best work arrangement for everyone.

6. TRUE or FALSE — Setting clear boundaries between work and personal time can help reduce stress and burnout.

/3 pts

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ACTIVITY ANSWER KEY

Working from Home

WORK SMART CHARADES

Directions: Use this guide to prepare and facilitate the Work Smart Charades activity. In this fast-paced game, students work in teams to describe, guess and act out concepts related to working from home.

SETUP

- Divide the class into two large teams
- Shuffle the cards and place them face down in a single deck
- Have a 30-second timer ready

Large classes: Consider running two games simultaneously using a second set of cards and an additional facilitator.



GAME OVERVIEW

Explain the game. Say:

"We're going to play a game using cards featuring words and phrases related to working from home. You'll work with your team to guess as many cards as you can.

We'll play three rounds using the same deck of cards, but the clues you can give will become more challenging each round.

Teams will take turns. Each turn lasts 30 seconds. One player gives clues while the rest of the team guesses as many cards as possible. After 30 seconds, the other team takes a turn. Choose a different clue giver each turn so everyone has a chance to play.

When your team guesses a card correctly, set it aside. At the end of the round, your team earns one point for each correct card. The round ends when all the cards have been guessed.

ROUND 1: DESCRIBE IT

Introduce the first round. Say:

"For this round, you can use as many words as you like to describe the card. However, you can't say any part of the answer, spell it or use words that rhyme with it. If a card is too difficult, you can pass by placing it on the bottom of the deck."

After the round:

- Count each team's correct cards and record the score
- Shuffle the full deck before starting the next round

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ACTIVITY ANSWER KEY

Working from Home

WORK SMART CHARADES

ROUND 2: ONE WORD

Introduce the second round. Say:

"We'll use the same deck of cards again. Since you've already seen the words and phrases once, this round is a little more challenging. You can only give a one-word clue to help your team guess each card. If a card is too difficult, you can pass by placing it on the bottom of the deck."

After the round:

- Count each team's correct cards and record the score
- Shuffle the full deck before starting the next round

ROUND 3: CHARADES

Introduce the third round. Say:

"We'll use the same deck of cards one last time. This is the most challenging round. This time, you can't use any words at all. Instead, you'll act out each card using only gestures and movements. If a card is too difficult, you can pass by placing it on the bottom of the deck."

After the final round:

- Count each team's correct cards and record the score
- Add the scores from all three rounds to determine the winner

SCORING

- Each correctly guessed card is worth one point
- Record each team's score at the end of every round
- At the end of Round 3, add the scores from all three rounds to determine the winning team

FACILITATION TIPS

- Rotate the clue giver each turn so everyone has a chance to participate
- During a team's turn, teammates may call out as many guesses as they like
- If a clue giver breaks the rules for the current round, award no point and return the card to the bottom of the deck and continue playing
- When the timer runs out for the second team, end the turn immediately and return the current card to the bottom of the deck

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QUIZ ANSWER KEY

Working from Home

MULTIPLE CHOICE

Directions: CIRCLE the best possible answer from the given options.

1. Which of the following is a **financial** benefit of working from home?
   a. Having fewer distractions
   (b.) Spending less on transportation
   c. Working fewer hours each week
   d. Spending more time with family

2. Which habit is most likely to help you stay focused while working or studying from home?
   (a.) Following a regular schedule
   b. Working on several tasks at once
   c. Leaving notifications on
   d. Waiting until you feel like working

/2 pts

SHORT ANSWER

Directions: Answer the following question in one or two sentences.

3. Name one challenge of working from home and describe one strategy that could help address it.

CHALLENGE EXAMPLES: DISTRACTIONS, ISOLATION, LACK OF EQUIPMENT, BURNOUT.

ACCEPT ANY APPROPRIATE EXAMPLES STRATEGY FROM THE LESSON.

/2 pts

TRUE OR FALSE

Directions: CIRCLE either true or false.

4. (TRUE) or FALSE — Having a dedicated workspace can help you stay focused.
5. TRUE or (FALSE) — Working from home is the best work arrangement for everyone.
6. (TRUE) or FALSE — Setting clear boundaries between work and personal time can help reduce stress and burnout.

/3 pts