



## **PGCPS Telework Program Examples of Possible Telework Tasks**

- ❖ Analysis
- ❖ Auditing
- ❖ Calculating
- ❖ Computer-related work
- ❖ Content Development
- ❖ Data Entry
- ❖ Drafting
- ❖ Editing
- ❖ Evaluations
- ❖ Graphics
- ❖ Planning
- ❖ Preparing Budgets
- ❖ Preparing Contracts
- ❖ Project Management
- ❖ Research
- ❖ Record-keeping
- ❖ Spreadsheet Analysis
- ❖ Writing (reports, policy development, letters or memos, etc.)