

## WORK SCHEDULE TEMPLATE - VERSION

7-day schedule							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	MM/DD/YYYY	MM/DD/YYYY Y	MM/DD/YYYY Y	MM/DD/YYYY Y	MM/DD/YYYY Y	MM/DD/YYYY Y	MM/DD/YYYY
8	AM						
	:30						
9	AM						
	:30						
10	AM						
	:30						
11	AM						
	:30						
12	PM						
	:30						

Legends	Code
Work time	
Personal time	
Completed	
Delayed	
Not completed	
Break	

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1	PM							
	:30							
2	PM							
	:30							
3	PM							
	:30							
4	PM							
	:30							
5	PM							
	:30							
6	PM							
	:30							
7	PM							
	:30							
8	PM							
	:30							

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## Usage Instructions

### 1. Set Up the Schedule:

Begin by entering the date range for the week. In the "7-day schedule" section, input the dates in the "MM/DD/YYYY" format for each day from Monday to Sunday.

### 2. Plan Your Time:

Use the "Time" column to fill in your planned activities. Write down specific tasks, meetings, or personal time slots next to the corresponding hours. The template includes half-hour increments from 8:00 AM to 8:30 PM, so you can organise your day in detail.

### 3. Use the Legends:

Refer to the "Legends" section to code your activities. For example, mark work time, personal time, completed tasks, delayed tasks, not completed tasks, or break times using the corresponding codes (e.g., "8" for work time, "PM" for personal time). This helps to visually categorise different parts of your day.

### 4. Track Your Progress:

Throughout the week, update the schedule to track the status of your tasks. Use the codes in the "Legends" to indicate if a task is completed, delayed, or not completed. This allows you to monitor your progress and make adjustments as needed.

### 5. Review and Adjust:

At the end of each day or week, review your schedule to assess how well you followed your plan. Make any necessary adjustments for the upcoming days to improve time management and productivity.

### 6. Customise if Needed:

Feel free to customise the template to better suit your needs. You can adjust the time slots, add additional codes in the "Legends," or modify the layout to match your specific scheduling preferences.

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