## **Monthly Work Schedule Template**

| Supervisor Name: |  |
|------------------|--|
| Department:      |  |
| Month, Year:     |  |



| Employee Name    | Task                  | Project               |    |    |     |     |     |   |     |   |   |    | Day of the Month |    |    |    |    |    |    |    |    |    |
|------------------|-----------------------|-----------------------|----|----|-----|-----|-----|---|-----|---|---|----|------------------|----|----|----|----|----|----|----|----|----|
| Limployee Name   |                       | rroject               | 1  | 2  | 3   | 4   | 5   | 6 | 7   | 8 | 9 | 10 | 11               | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Sam Jackson      | Production scheduling | Tillery Manufacturing | 8  | 6  | 5 8 | 8 8 | 8   | 3 | 0 ( | ) |   |    |                  |    |    |    |    |    |    |    |    |    |
| Alexa Jones      | Quality inspection    | Tillery Manufacturing | 8  | 8  | 8   | 3 4 | . 4 | 1 |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
| Roger Billingsly | Purchase orders       | Davis Distribution    | 5  | 5  | 5   |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
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|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    |    |    |    |    |    |
|                  |                       |                       |    |    |     |     |     |   |     |   |   |    |                  |    |    |    |    | _  |    |    |    |    |
|                  |                       | TOTALS                | 21 | 19 | 16  | 12  | 12  | 0 | 0   | 0 | 0 | 0  | 0                | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  | 0  |