

QUARTERLY WORK SCHEDULE

Quarterly Work Schedule

employee's name	Job number	Department	hold a position	contact number
target deadline	Year ▼	season ▼	time (from)	time (stop)
	2021	second quarter	#N/A	#N/A
quarterly target				
year/month	#N/A			
monthly goal				
work item content	Importance ▼		Urgency ▼	equired completion date
	#	Very important	#	very urgent
	#	Very important	#	medium urgent
	#	moderately important	#	very urgent
	#	Very important	#	Normal
year/month	#N/A			
monthly goal				
work item content	Importance ▼		Urgency ▼	equired completion date
	#	Very important	#	very urgent
	#	Very important	#	medium urgent
	#	moderately important	#	very urgent
	#	Very important	#	Normal
year/month	#N/A			
monthly goal				
work item content	Importance ▼		Urgency ▼	equired completion date
	#	Very important	#	very urgent
	#	Very important	#	medium urgent
	#	moderately important	#	very urgent
	#	Very important	#	Normal