## QUARTERLY WORK SCHEDULE

## **Quarterly Work Schedule**

mployee's name	Job number	Department	h	old 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			4		
work item content		Importance ▼		Urgency <b>▼</b>	equired completion da
		# Very important	#	very urgent	2021-04-05
		# Very important	#	medium urgent	2021-04-10
		# noderately importan	#	very urgent	2021-04-15
		# Very important	#	Normal	
year/month	#N/A				
monthly goal					
work item content		Importance <b>▼</b>		Urgency <b>▼</b>	equired completion da
		# Very important	#	very urgent	
		# Very important	#	medium urgent	
		# moderately importan	#	very urgent	
	*	# Very important	#	Normal	
year/month		#N/A			
monthly goal				45	
work item content		Importance <b>▼</b>		Urgency <b>▼</b>	equired completion da
		# Very important	#	very urgent	
		# Very important	#	medium urgent	t .
		# noderately importan	#	very urgent	
		# Very important	#	Normal	