

Weekly Work Schedule

Use this template to schedule up to 28 employees' work schedules for a week.

1. *Journal of Management Education* 2000; 24(1): 10-19.

The template can be used either electronically or on paper. The main body of the template is used to record the hours each employee will work. You can either enter the number of hours each person will work, or the start and end times.

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