

WORK SCHEDULE

work schedule

Maker: XXX

current time

Friday, June 16, 2023

task statistics	most important task	most urgent task	Number of tasks completed	Number of tasks in progress	Number of tasks completed
	3	1	0	0	0

an be selected from the drop-down list, with full stars being the highest, followed by half a star. In the

serial number	work leader	important level	emergency level	work content	Program start time	Program end time	current progress	The actual completion time	current status	Remark
1	Xiao Li	★	☆	Organize XXXX customer information	3/12	3/13	100%	3/13	completed	
2	Xiao Liu	★	★	train new employee	3/13	3/14	40%		in progress	
3	small army	☆	★	Receive XXXX customers	3/14	3/15	0%		not carried out	
4	small army	★	★	Organize XXXX data	3/15	3/16	30%		in progress	
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										

Remarks: The person in charge of the department is requested to report the completion of the work before leaving get off work every day, so that the supervisor can understand the progress of the work