



WEEKLY WORK SCHEDULE TEMPLATE

A work schedule is important to think about when you want to achieve a harmonious work-life balance. You should make sure the schedule works around your prior responsibilities, or that you can accommodate a new work schedule. If the job description doesn't list the schedule, you can ask the hiring manager for more details. Use this space to write general notes and instructions for your work this week.

MONDAY MAY 22, 2023	TUESDAY MAY 23, 2023	WEDNESDAY MAY 24, 2023	THURSDAY MAY 25, 2023	FRIDAY MAY 26, 2023
CUSTOMER X VISIT 08:00 - 11:00 Visit customer X and present our latest technical solution for technological process of interest.	DOCUMENTS 09:00 - 10:30 Prepare technical files for our new building safety examination.			
DESK WORK 13:00 - 14:30 Prepare promo material for the next meeting according to instructions from Mike.	LOREM IPSUM 11:00 - 13:00 Lorem ipsum dolor sit amet, consectetur adipiscing elit.			
PRESENTATION 15:00 - 16:00 Presentation on effective resource utilization.	LOREM IPSUM 13:00 - 14:00 Lorem ipsum dolor sit amet, consectetur adipiscing elit.			
	LOREM IPSUM 14:00 - 15:30 Lorem ipsum dolor sit amet, consectetur adipiscing elit.			
	LOREM IPSUM 16:00 - 17:00 Lorem ipsum dolor sit amet, consectetur adipiscing elit.			