TEAM SCHEDULE TEMPLATE

For The Week: **June 2, 2025 - June 8, 2025**

TIME	MON	TUE	WED		THU	FRI	SAT	SUN
7:00 AM								
8:00 AM	Log in	Log in	Log in		Log in	Log in		
9:00 AM								
10:00 AM	Meeting							
11:00 AM								
12:00 PM	LUNCH	LUNCH	LUNCH		LUNCH	LUNCH		
1:00 PM								
2:00 PM						Meeting		
3:00 PM					Team Webinar			
4:00 PM								
5:00 PM	Send daily report	Send daily report	Send daily report		Send daily report	Send daily report		
6:00 PM	Log out	Log out	Log out		Log out	Log out		
7:00 PM								

Notes:

1. Clear all backlog from last week.
2. Complete list of e-invite recipients
3. Submit a weekly report on Friday.