Daily Work Schedule ⓘ ☆

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New Item ⌄   🔍 Search

🟢 Monday

	Date	Manager	Employee	Task	Acheived	Notes	Hours absent	Reason for ab...	Comments	Last Updated
9 AM - 10 AM	Feb ...	👤	HC	N/A	N/A		1 hour(s)	Sickness	Move meetings	HC 2 minutes a...
10 AM - 11 AM	Feb ...	👤	HC	N/A	N/A		1 hour(s)	Sickness		HC 2 minutes a...
11 AM - 12 PM	Feb ...	👤	HC	Replying to emails	Done					HC 18 minutes ...
12 PM - 1 PM	Feb ...	👤	HC	Lunch	Done					HC 18 minutes ...
1 PM - 2 PM	Feb ...	👤	HC	Front desk	Done					HC 18 minutes ...
2PM - 3 PM	Feb ...	👤	HC	Front desk	Done					HC 18 minutes ...
3 PM - 4 PM	Feb ...	👤	HC	Admin	Done					HC 18 minutes ...
4 PM - 5 PM	Feb ...	👤	HC	Replying to emails	Working on it	10 left to...				HC 17 minutes ...
+ Add Item										
	Feb 14		HC	▮▮▮▮▮	▮▮▮▮		2 hour(s) sum	▮▮		

🔵 Tuesday

	Date	Manager	Employee	Task	Acheived	Notes	Hours absent	Reason for ab...	Comments	Last Updated