

Customizable Shift Planning Worksheet

Worksheet Name

Enter worksheet name

Week Starting Date

Prepared By

Enter manager or planner name

Staff Name	Role/Position	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
e.g. Jane	e.g. Receptionist	e.g. 9-5	e.g. 9-5						e.g. 40

Notes

Add general notes or special instructions...