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## Monthly work schedule calendar template

Design studio Mule shares an interesting and readable comment on the state of the workplace calendar that highlights how inefficiently we use our calendars and how we let others abuse them. It is my experience that most people do not plan their work. They plan the interruptions that prevent their work from happening. In the case of a company like ours, what customers pay us to do and do happens in the cracks between meetings, or worse, after business hours. Let's start with the premise that you have a 40 hour week. (If you're just starting to cry you need a new job.) That's 40 hours to do your job. Now look at your calendar. If your job is to spend a very large portion of these 40 hours in meetings scheduled for you by other people, then you are fine. If your job is to produce things like code, comps, analytics, flow documents, etc., then why isn't it time to do it on your calendar? The nutshell: Start treating your work with respect and planning it in your calendar. Stop moving the real work you do to the wasteland between the interruptions that are forced on you. Tap the full article on the link below to learn more about the workplace calendar. The Chokehold of Calendars [Mule Design Blog via a whole Lotta Nothing] Gran uses cookies to give you a great user experience. By using Gran, you agree to our use of cookies. A 9/80 schedule is a work schedule where employees work nine hours a day Monday to Thursday and then eight hours on Fridays. The following week they work nine hours a day Monday to Thursday, and do not work on Friday. This means they work longer during the week but have every other Friday off, giving them a three-day weekend. Employers typically institute this type of schedule to boost employee morale. Inform all employees about the new scheduling setting. Announce that the schedule is optional. Since a change in schedule affects employee morale, it should be up to the employee to participate. Increasing morale is not easy by forcing employees to make lifestyle changes. Allow only a limited number of employees to sign up for the new schedule at the beginning. This provides two benefits: the company can measure employees' interest in a 9/80 system and it warns employers of any unintended consequences before the system is widespread. Make sure the right people are available at the right time. Some employees may not be eligible to participate in a 9/80 work week if they are to be available every day of the week. Building a work schedule is easy if you start with a free weekly schedule template. This provides space to specify employee names, their work days and times, a list of tasks to assign to them, and how many hours to work. This helps ensure that the work is done and that you don't end up paying unexpected overtime. Small who want a template for online drag and drop work schedules may consider working with a scheduling app like When I Work. When I work, a weekly schedule template within its planning software as well as communication tools so employees can tell you if they have a conflict. Best of all, it is free for up to 75 employees. Sign up for your free account today. Visit When I Work How the free weekly schedule template works The free weekly schedule template below is built in a spreadsheet and works with Excel and Google sheets. Anyone with basic spreadsheet skills can add rows and columns to meet the different details unique to your business. It also has pre-programmed fields that add the scheduled hours per day and per week to help you manage the employee's workload and avoid overtime surprises. To use the free work schedule template, you must first download and save a copy of it. It allows you to manipulate the template while keeping the original file intact. Because it's a weekly template, you can create a new version (using tabs) for each new week. Once the template is built, you can print or share it electronically with your employees. It's helpful to get their feedback and confirmation that they can actually work the shifts you've planned them for. Free weekly schedule template Change free weekly schedule template for your team No free weekly schedule template will probably work perfectly for your team as it is. You can include paid and unpaid breaks, set work locations instead of job roles, or schedule employees for split shifts. These changes can be made using basic spreadsheet skills in Excel or Google Sheets. Here are the steps you need to customize the free weekly schedule template: 1. List of all employees available for work The most important part of your employee's schedule is the people. Who do you have on staff that are available to work in your company this week? When you create a weekly schedule, you also need to know who isn't available. Is anyone on vacation? Are your part-time summer staff on their way back to school? Is one of your main resources out with the flu? You can only build your schedule with the employees available to work in a given week. Available employees Available employees are the ones who can work during the week you plan. You may have more employees than you need, in which case you have a few choices: You can put everyone on schedule, reducing some employees' hours to meet your scheduling needs. You can schedule the regular workers or the best workers and leave the others on standby or on calls (that means you contact them if you need them — but they're not officially on the program). Unavailable employees who are not available may have been able to last week or be open to work next week, but they are not available this week. Either way, you can exclude them from the current week's schedule. However, you'll need a way to keep track of them so you don't forget to add them back to your employee roster next week. Online employee planning software can help keep track your entire employee list and workers' leave requests, including why they are not available (sick leave, PTO, jury duty) and when they return. 2. Setting up your working days &amp; times The free weekly employee schedule template has all seven days of the week stated: Monday to Sunday. However, you must enter the calendar date for each of these days each week. You'll also need to add or remove days to suit your business. For example, the schedule includes a <a0>/</a0> or <a1>/</a1> Your company Workweek Many companies start their workweek on a Monday and end their payroll cycle on Sunday night. But some companies start their work week on a Saturday, Sunday or another weekday. If this is the case for your business, move the columns around the work plan template to fit your business's work week if it doesn't run Monday through Sunday. It helps customize your employees' work schedule with your pay plan and simplifies overtime calculations. Your work changes when you set up your days and dates, you may need to include shifts. A shift can be an eight-hour part of the day, such as day shifts, night shifts or cemetery shifts. Or it can be a day part like breakfast, lunch or dinner — commonly used in a restaurant's schedule. By adding work breaks in advance when you enter your calendar dates, you'll find it easier to schedule employees for those shifts, as well as identify any (open) shifts that have not yet been filled in. 3. Determine Start &amp; End Times for each employee In addition to what day to work, each employee must know when you expect them to be on the job. Most employees are scheduled for a standard work.m.m shifts, such as a job.m.m or a job. But some workers are scheduled for shifts based on your company's needs such as creating flowers for a wedding or coming in early to prepare. Default breaks in default breaks can be configured on your work schedule template with a start and end time time that is unlikely to change from week to week. For example, the day shift for your home health care professional can always start at 6 a.m., while cemetery shifts can always start at 10 a.m. Change that's associated with how busy your business is, such as how busy your business is. As an example, daytime breakfast shifts in a coffee house can be longer on Sundays than on Mondays, which means you'll have to adjust your scheduled shifts according to the day of the week or for any special events. Split Shifts Some companies require employees to be scheduled for split shifts. For example, they can schedule an employee to work breakfast and dinner shifts in the cafeteria on the same day, but have unpaid time off between these working hours. You must note the start and end times for each shift for that worker. Also pay attention to state overtime laws; California The law requires employers to calculate overtime work daily in addition to paying a one-hour shift premium to any worker scheduled to work a split shift. 4. Describe the work activities each employee will complete often, you can describe the work to be completed by listing the worker's job title, such as prep chef or customer service rep next to their name on the schedule; This is because the employee's work is usually based on their job description. However, on some schedules, an employee's job may change during the week. One day, your employee may be assigned to the reception staff, while another day they may be assigned to the warehouse or scheduled to assist with an event. In these cases, add the role or work task to the free employee plan template as a new row below or as additional text in the cell next to the time they are scheduled to work. Planning office work If your employees primarily do office work, it is possible that their jobs are the same throughout the day. For example, if an employee in the insurance sales department is a sales representative, he or she will be able to use the <a0>/</a0> field. Scheduling shift scheduling shiftwork is more complex than office work. For example, a new employee in a restaurant may be assigned to the host desk to greet diners on weekends, but work as a waiter on slower days of the week. Nor do they often work exactly the same hours from week to week. They work 5 p.m. - 9 p.m. on weekends at the host stand, but only 15..m. - 19..m on weekdays when they are waiting tables. Using an employee scheduling app with built-in team notifications, you can communicate with employees about any scheduling or changes for each shift. Due to the complexity of shift scheduling and the need to stay in close contact with your employees, we recommend that you use an employee scheduling app like When I Work. It serves good reviews. This allows employees to view the schedule, request days off, and exchange shifts – all online. When I work allows you to send shift reminders and schedule details, improve teamwork and reduce no shows. Sign up when I work for free if you have 75 or fewer employees. When I'm working on project work planning When you customize the template for the free project work employee plan, add additional information about projects that employees are working on. For example, they can work on building a customer website on Monday and Tuesday, and then Wednesday, they can prepare a marketing presentation for a new customer. What they do and when they do it varies from project to project, which requires you to add additional details and notes to your work schedule. To track project-based employee work schedules and access completed work plan templates for all types of industries, consider using drag and go planlegningsverktøj Monday.com. Monday.com earns good reviews and allows you to track details like tasks, client approvals, work specifications, and so much more. Sign up for a free trial or start tracking your project-based employee plans today. Visit Monday.com Off-site or Service Work Companies that do service work, like home repairs or mobile dog grooming, will need a schedule that includes comprehensive details such as the address of the home, a description of the work to be done, and directions to get there. Pet names, gate codes, and customer contact information should also be included in the schedule (if the worker has questions or needs help finding the customer's address). 5. Get feedback &amp; publish your schedule You can take a few different routes on collecting feedback and publishing your work plan, which is why we combined them as a step. Some managers like to share a draft plan and get feedback before they complete it. Others publish the final schedule and then require staff to request formal changes as needed due to unforeseen problems like having a sick child at home from school. What it means to get feedback Get feedback can be as simple as sending your draft schedule on the wall and getting employees following sticky notes if they have problems or change requests. But using software like When I Work, you can get employee input earlier and even get workers to assign themselves to open shifts or swap shifts with their peers. Regardless of your method, email, text, or app, if you want to avoid inconsistencies and no shows, it's a good idea to verify the schedule with your employees. What it means to publish your employee schedule Some companies prefer to lock the weekly work schedule at some point in advance, such as the Friday before. That's when they make the final schedule available and consider it published. When you publish your schedule, it becomes visible to employees in the final version, typically on paper or online. It's also when you should avoid making last-minute changes, except for emergencies, such as a worker's car breaking down. Frequently asked questions about work plan templates How do I create a monthly plan in Excel? Excel offers a free monthly template that you can customize to your own monthly planning schedule. When you create a new file, it allows you to enter information in the search box for the file type you want to create. If you choose Calendar, you can find many monthly options to begin with. What's the best way to get feedback from employees on your work schedule? Excel and Google Sheets both offer a way to share your schedule spreadsheet electronically with anyone who has a link to it. You can give your employees view to the schedule and have them send an email or text message their request for change. You can also allow your employees to add their own names by giving them edit access to your employee plan. Can I keep all my employees on schedule even if they don't work that week? Yes, you can keep on the employee schedule template when they have paid off or out for a bit. Simply rate their start and end times throughout the planning template and make sure you don't schedule them for work hours. Their total scheduled hours for the week must be zero. You can also add a comment column to the worksheet to indicate when a worker isn't available in a given week. Can I add shift notes to the free weekly schedule template? Yes, the free weekly schedule template is yours to customize. You can add rows or columns with all the information you need to share with your employees. You can even include document links, such as Bottom Line Your company's weekly scheduling needs may differ from the examples above. The advantage of starting with a free weekly schedule template is that you can customize it to suit your business using basic Excel skills. You can also check out our other free downloadable employee schedules templates that suit daily, monthly and other common work planning needs. If you want to manage more project complexity than a simple employee work plan provides, it's best to consider modern project and task management software. Monday.com a completely configurable work schedule and project task management tool with lots of templates to make it easy to get started. Get your free trial of Monday.com Visit Monday.com Monday.com

