

S8-Daily Tasks Task Scheduling Sheet

Task Time Increment

Task Schedule for: **Sunday, August 05, 2007**

Columns are provided for 50 tasks per day

0:30	Clean Trays	Clean Shelves	Check Stock	Clean Cooler	Stock Beer	Stock Specials			
5:00 AM	C. Stacey	Tom R. Oakes	Quid K. Smith	Dan Y. Stacey	Tom G. Stacey	Hog C. Stacey			
5:30 AM									
6:00 AM									
6:30 AM									
7:00 AM									
7:30 AM									
8:00 AM									
8:30 AM									
9:00 AM									
9:30 AM									
10:00 AM					Larry B. Bean	Ole N. Bean			
10:30 AM									
11:00 AM									
11:30 AM									
12:00 PM									
12:30 PM									
1:00 PM									
1:30 PM									
2:00 PM									
2:30 PM									
3:00 PM									
3:30 PM					Mary V. Oakes	Ed Q. Bean			
4:00 PM									
4:30 PM									
5:00 PM									

Task Time Increment:
Insert increment between 1 minute (0:01) and 12 hours (12:00)

Note: If Someone is Assigned to More than One Task per Time-Period, the Cell Will Turn Tan-Colored.

Assign daily tasks to employees using drop-down menus of the tasks that need to be performed that day.

Rows are provided for 7 days of task assignments and 60 tasks periods per day.