

Panama Shift Schedule

PANAMA SHIFT SCHEDULE

Enter each activity against the correct day and time. Keep the completed schedule somewhere it can be seen and updated easily.

Employee name: _____ Job title: _____
 Department: _____ Date completed: _____ dd / mm / yyyy
 Week beginning: _____ dd / mm / yyyy Prepared by: _____

PANAMA SHIFT - WEEKLY SCHEDULE

Morning

Morning - Monday: _____ Morning - Tuesday: _____
 Morning - Wednesday: _____ Morning - Thursday: _____
 Morning - Friday: _____ Morning - Saturday: _____
 Morning - Sunday: _____

Midday

Midday - Monday: _____ Midday - Tuesday: _____
 Midday - Wednesday: _____ Midday - Thursday: _____
 Midday - Friday: _____ Midday - Saturday: _____
 Midday - Sunday: _____

Afternoon

Afternoon - Monday: _____ Afternoon - Tuesday: _____
 Afternoon - Wednesday: _____ Afternoon - Thursday: _____
 Afternoon - Friday: _____ Afternoon - Saturday: _____
 Afternoon - Sunday: _____

Evening

Evening - Monday: _____ Evening - Tuesday: _____
 Evening - Wednesday: _____ Evening - Thursday: _____
 Evening - Friday: _____ Evening - Saturday: _____
 Evening - Sunday: _____

Night

Night - Monday: _____ Night - Tuesday: _____
 Night - Wednesday: _____ Night - Thursday: _____
 Night - Friday: _____ Night - Saturday: _____
 Night - Sunday: _____

DETAIL

Day: _____ Time: _____
 Activity: _____ Who is responsible: _____
 Notes: _____ Day: _____
 Time: _____ Activity: _____
 Who is responsible: _____ Notes: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Day: _____

Activity: _____

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Who is responsible: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Day: _____

Activity: _____

Notes: _____

Time: _____

Who is responsible: _____

Changes made this week and why