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|  |  |  | WEEKLY WORK SCHEDULE TEMPLATE | | | | | | | | | | | | | | | | | |  |
|  |  |  | A work schedule is important to think about when you want to achieve a harmonious work-life balance. You should make sure the schedule works around your prior responsibilities, or that you can accommodate a new work schedule. If the job description doesn’t list the schedule, you can ask the hiring manager for more details. Use this space to write general notes and instructions for your work this week. | | | | | | | | | | | | | | | | | |  |
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|  | **MONDAY** | | | |  | **TUESDAY** | | | |  | **WEDNESDAY** | | | |  | **THURSDAY** | | | |  | **FRIDAY** | | | |  |
|  | MAY 22, 2023 | | | |  | MAY 23, 2023 | | | |  | MAY 24, 2023 | | | |  | MAY 25, 2023 | | | |  | MAY 26, 2023 | | | |  |
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|  |  | CUSTOMER X VISIT 08:00 - 11:00 |  |  |  |  | DOCUMENTS 09:00 - 10:30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Visit customer X and present our latest technical solution for technological process of interest. | |  |  |  | Prepare technical files for our new building safety examination. | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |
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|  |  | DESK WORK 13:00 - 14:30 |  |  |  |  | LOREM IPSUM 11:00 - 13:00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Prepare promo material for the next meeting according to instructions from Mike. | |  |  |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |
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|  |  | PRESENTATION 15:00 - 16:00 |  |  |  |  | LOREM IPSUM 13:00 - 14:00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | Presentation on effective resource utilization. | |  |  |  | Lorem ipsum dolor sit amet, consectetuer adipiscing elit. | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |
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|  |  |  |  |  |  |  | LOREM IPSUM 14:00 - 15:30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  | LOREM IPSUM 16:00 - 17:00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | [**© TemplateLab.com**](https://templatelab.com/) | | | | | | |  |