**Microsoft Word Weekly Hourly Schedule
Template Example**

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| **Schedule Start Time** | **Time Interval** | **Week Start Date** |
| **10:00 AM** | **60 MIN** | **2/9/2033** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |
| **February 9, 2033** | **February 10, 2033** | **February 11, 2033** | **February 12, 2033** | **February 13, 2033** | **February 14, 2033** | **February 15, 2033** |
| 10:00 AM | Client Call | Client Call | Work on Presentation | Work on Project B | Review Reports | Work on Report | Work on Presentation |
| 11:00 AM | Emails/Follow-ups | Work on Project B | Review Reports | Prepare Presentation | Staff Check-in | Weekend Errands | Weekend Errands |
| 12:00 PM | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| 1:00 PM | Work on Presentation | Continue Research | Continue Project B | Work on Presentation | Finish Project A | Weekend Activity | Finish Presentation |
| 2:00 PM | Review Reports | Review Documents | Staff Meeting | Continue Presentation | Respond to Emails | Weekend Activity | Weekend Activity |
| 3:00 PM | Staff Meeting | Prepare Presentation | Break | Staff Check-in | Work on Design | Relaxation | Relaxation |
| 4:00 PM | Prepare Presentation | Continue Project A | Finish Presentation | Review Documents | Meeting with Vendor | Relaxation | Family Time |
| 5:00 PM | Wrap Up Day | Wrap Up Day | Wrap Up Day | Wrap Up Day | Wrap Up Day | Family Time | Family Time |
| 6:00 PM | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner |
| 7:00 PM | Relaxation | Relaxation | Relaxation | Relaxation | Relaxation | Movie Night | Movie Night |
| 8:00 PM | Read or Study | Read or Study | Read or Study | Read or Study | Read or Study | Family Time | Family Time |
| 9:00 PM | Wind Down | Wind Down | Wind Down | Wind Down | Wind Down | Wind Down | Wind Down |
| 10:00 PM | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep | Sleep |

**Microsoft Word Weekly Hourly Schedule**

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| --- | --- | --- |
| **Schedule Start Time** | **Time Interval** | **Week Start Date** |
| **10:00 AM** | **60 MIN** | **MM/DD/YY** |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Time** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** | **SUN** |
| **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** | **MM/DD/YY** |
| 10:00 AM |  |  |  |  |  |  |  |
| 11:00 AM |  |  |  |  |  |  |  |
| 12:00 PM |  |  |  |  |  |  |  |
| 1:00 PM |  |  |  |  |  |  |  |
| 2:00 PM |  |  |  |  |  |  |  |
| 3:00 PM |  |  |  |  |  |  |  |
| 4:00 PM |  |  |  |  |  |  |  |
| 5:00 PM |  |  |  |  |  |  |  |
| 6:00 PM |  |  |  |  |  |  |  |
| 7:00 PM |  |  |  |  |  |  |  |
| 8:00 PM |  |  |  |  |  |  |  |
| 9:00 PM |  |  |  |  |  |  |  |
| 10:00 PM |  |  |  |  |  |  |  |

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