# DATE

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **who works today** | | | | **lunch breaks** | | | | | **schedule changes** | | | |
|  | |  | | |  | | |  | |  | | |
|  | | | | |
|  | **9-11** | | **11-1** | | | **1-2** | **2-4** | | | | **4-6** | **6-8** |
| **workroom** | | | | | | | | | | | | |
| **pick-up window** |  | |  | | |  |  | | | |  |  |
| **floor lead** |  | |  | | |  |  | | | |  |  |
| **front desk** | | | | | | | | | | | | |
| **service pt 1** |  | |  | | |  |  | | | |  |  |
| **service pt 1** |  | |  | | |  |  | | | |  |  |
| **computer desk** | | | | | | | | | | | | |
| **service pt 2** |  | |  | | |  |  | | | |  |  |
| **service pt 2** |  | |  | | |  |  | | | |  |  |
| **staff/time permitting** | | | | | | | | | | | | |
| **meetings/programs** |  | |  | | |  |  | | | |  |  |
| **project time** |  | |  | | |  |  | | | |  |  |