**[](https://www.smartsheet.com/try-it?trp=12156&utm_source=template-word&utm_medium=content&utm_campaign=Sample+Basic+Work+Schedule+Timetable-word-12156&lpa=Sample+Basic+Work+Schedule+Timetable+word+12156)Basic Work Schedule Timetable Template Example**

|  |  |  |
| --- | --- | --- |
| Start Week | Company | Department |
| 05/04/20XX | Your Company Name | Marketing |

| Employee Name | Work Assigned | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Hours |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 05/04/20XX | 05/05/20XX | 05/06/20XX | 05/07/20XX | 05/08/20XX | 05/09/20XX | 05/10/20XX |
| Alex Hart | Social media statistical reporting | 5.00 | 7.50 | 8.50 | 9.00 | 10.00 |  |  | 40.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
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|  |  |  |  |  |  |  |  |  | 0.00 |
|  |  |  |  |  |  |  |  |  | 0.00 |
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|  |  |  |  |  |  |  |  |  | 0.00 |

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