



# Allocating Workloads

This form is used to evaluate how "completely" or "fully" an employee's workday is scheduled with tasks they are responsible for. This form is not intended to specifically schedule an employee's work hours. Fourteen hours are spread across three pages. Depending on shift length the number of required pages may vary. Enter each task assignment in the appropriate number of time blocks based on the frequency of each task and the time required.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

| Time | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|------|-------|-------|-------|-------|-------|-------|-------|
| :15  |       |       |       |       |       |       |       |
| :30  |       |       |       |       |       |       |       |
| :45  |       |       |       |       |       |       |       |
| 1:00 |       |       |       |       |       |       |       |
| 1:15 |       |       |       |       |       |       |       |
| 1:30 |       |       |       |       |       |       |       |
| 1:45 |       |       |       |       |       |       |       |
| 2:00 |       |       |       |       |       |       |       |
| 2:15 |       |       |       |       |       |       |       |
| 2:30 |       |       |       |       |       |       |       |
| 2:45 |       |       |       |       |       |       |       |
| 3:00 |       |       |       |       |       |       |       |
| 3:15 |       |       |       |       |       |       |       |
| 3:30 |       |       |       |       |       |       |       |
| 3:45 |       |       |       |       |       |       |       |
| 4:00 |       |       |       |       |       |       |       |
| 4:15 |       |       |       |       |       |       |       |
| 4:30 |       |       |       |       |       |       |       |

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

| Time  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|-------|-------|-------|-------|-------|-------|-------|-------|
| 4:45  |       |       |       |       |       |       |       |
| 5:00  |       |       |       |       |       |       |       |
| 5:15  |       |       |       |       |       |       |       |
| 5:30  |       |       |       |       |       |       |       |
| 5:45  |       |       |       |       |       |       |       |
| 6:00  |       |       |       |       |       |       |       |
| 6:15  |       |       |       |       |       |       |       |
| 6:30  |       |       |       |       |       |       |       |
| 6:45  |       |       |       |       |       |       |       |
| 7:00  |       |       |       |       |       |       |       |
| 7:15  |       |       |       |       |       |       |       |
| 7:30  |       |       |       |       |       |       |       |
| 7:45  |       |       |       |       |       |       |       |
| 8:00  |       |       |       |       |       |       |       |
| 8:15  |       |       |       |       |       |       |       |
| 8:30  |       |       |       |       |       |       |       |
| 8:45  |       |       |       |       |       |       |       |
| 9:00  |       |       |       |       |       |       |       |
| 9:15  |       |       |       |       |       |       |       |
| 9:30  |       |       |       |       |       |       |       |
| 9:45  |       |       |       |       |       |       |       |
| 10:00 |       |       |       |       |       |       |       |
| 10:15 |       |       |       |       |       |       |       |

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

| Time  | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 |
|-------|-------|-------|-------|-------|-------|-------|-------|
| 10:30 |       |       |       |       |       |       |       |
| 10:45 |       |       |       |       |       |       |       |
| 11:00 |       |       |       |       |       |       |       |
| 11:15 |       |       |       |       |       |       |       |
| 11:30 |       |       |       |       |       |       |       |
| 11:45 |       |       |       |       |       |       |       |
| 12:00 |       |       |       |       |       |       |       |
| 12:15 |       |       |       |       |       |       |       |
| 12:30 |       |       |       |       |       |       |       |
| 12:45 |       |       |       |       |       |       |       |
| 13:00 |       |       |       |       |       |       |       |
| 13:15 |       |       |       |       |       |       |       |
| 13:30 |       |       |       |       |       |       |       |
| 13:45 |       |       |       |       |       |       |       |
| 14:00 |       |       |       |       |       |       |       |