

24-hour schedule

Time	Tasks	Time	Tasks
7:00 AM		7:00 PM	
8:00 AM		8:00 PM	
9:00 AM		9:00 PM	
10:00 AM		10:00 PM	
11:00 AM		11:00 PM	
12:00 PM		12:00 AM	
1:00 PM		1:00 AM	
2:00 PM		2:00 AM	
3:00 PM		3:00 AM	
4:00 PM		4:00 AM	
5:00 PM		5:00 AM	
6:00 PM		6:00 AM	

Daily schedule

Time	Tasks
8:00 AM	
9:00 AM	
10:00 AM	
11:00 AM	
12:00 PM	
1:00 PM	
2:00 PM	
3:00 PM	
4:00 PM	
5:00 PM	

Interview schedule

	Estimated time (mins)
Introductions	10
Introduce interview participants / welcome candidate	2
Give company overview and job description	4
Let candidate introduce themselves	2
Overview how the interview process will go	2
Questions for applicant	25
Questions about previous experience and training	10
Position-specific questions	5
General questions about problem solving, time management, etc.	10
Position-specific discussion	15
Required skills, etc.	7
Schedule expectations	3
Salary expectations	3
Provide timeline for start date	2
Conclusion	10
Questions from applicant	2
Verify or collect any missing information	1
Provide protocol for follow-up questions	1
Go over next steps and expected timeline for a hiring discussion	1
Thank candidate and take any remaining questions	2
Take time to internally review candidate	15
Total interview time	75

Monthly schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0	0

Project schedule

Project name:

Phase	Start Date	Milestone	Details	Time Required	Due Date

Training schedule

Training name: <input type="text"/>			
Time	Content	Department	Spokesperson
8:00 - 8:30 AM			
8:30 - 9:00 AM			
9:00 - 10:00 AM			
11:00 - 11:45 AM			
11:45 AM - 12:30 PM			
12:30 - 2:00 PM			
2:00 - 2:15 PM			
2:15 - 3:00 PM			

Weekly schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					