Staff scheduling worksheet

A blank planning aid for U.S. small-business owners to map coverage needs, shifts, team availability, and shift handoffs. Use the pages that fit your planning routine; add copies when you need more room.

01 Planning window and operating needs

Business / team / location

Week or planning period

Expected changes in demand, hours, or workload

02 Coverage needs

Operating days and hours for this planning period

Busy windows, expected work, or times that need extra coverage

Roles, work areas, or tasks that need coverage and the minimum people needed

Known coverage gaps, overlap needs, or backup priorities

Plan the shifts

Use one area for each shift or coverage block. Keep assignments blank until you have compared the work that needs coverage with the team’s availability.

03 Shift plan

Shift planning area 01

Day / date · Shift start · Shift end · Role or work area

Assigned staff member(s) · Break, overlap, or coverage notes

Tasks or details the team should know

Shift planning area 02

Day / date · Shift start · Shift end · Role or work area

Assigned staff member(s) · Break, overlap, or coverage notes

Tasks or details the team should know

Shift planning area 03

Day / date · Shift start · Shift end · Role or work area

Assigned staff member(s) · Break, overlap, or coverage notes

Tasks or details the team should know

Shift planning area 04

Day / date · Shift start · Shift end · Role or work area

Assigned staff member(s) · Break, overlap, or coverage notes

Tasks or details the team should know

Shift planning area 05

Day / date · Shift start · Shift end · Role or work area

Assigned staff member(s) · Break, overlap, or coverage notes

Tasks or details the team should know

Collect team availability

Record availability for the planning period, then compare it with the coverage needs on page one. Leave additional room by printing another copy of this page.

04 Staff availability

Team member 01

Name / role

Days and times available

Unavailable dates or time windows · Preferences or notes

Team member 02

Name / role

Days and times available

Unavailable dates or time windows · Preferences or notes

Team member 03

Name / role

Days and times available

Unavailable dates or time windows · Preferences or notes

Team member 04

Name / role

Days and times available

Unavailable dates or time windows · Preferences or notes

Team member 05

Name / role

Days and times available

Unavailable dates or time windows · Preferences or notes

Prepare clear handoffs

Use this page to pass along the work that crosses from one shift to the next, then check the draft schedule before sharing it with the team.

05 Shift handoffs

Handoff 01

Outgoing shift / person · Incoming shift / person

What is complete, in progress, or waiting?

Next action · Owner · When to check back

Where to find the item, information, or update

Handoff 02

Outgoing shift / person · Incoming shift / person

What is complete, in progress, or waiting?

Next action · Owner · When to check back

Where to find the item, information, or update

06 Final coverage check

Open shifts, uncovered work, or timing conflicts to resolve

Backup or escalation contact / next step

How and when the schedule will be shared with the team

Updates to make after the schedule is used

For operational planning only. This worksheet is not legal guidance.