Rotating Shift Weekly Planner

Start with work, travel and rest. Reserve one slot for a task that can move.

Week of: _____ Time zone (if useful): _____

Day	Shift + travel	Rest	Fixed commitments	Movable task
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

One task, two possible slots

Task and real deadline: _____

Primary slot: _____

Fallback slot: _____

If neither fits, what will I postpone or renegotiate? _____

Cross out the fallback when the task is done. Leave the reclaimed time empty if you need it.

Simply Sound Advice