**DAILY WORK SCHEDULE SHEET**

This document is designed to help Nigerian SMEs track and structure daily work schedules with a high level of clarity, professionalism, and productivity. It includes space for employee task planning, timing, responsibility, and feedback. Ideal for remote or in-office teams.

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| --- | --- | --- | --- | --- | --- |
| **Time Block** | **Task Description** | **Department/Team** | **Responsible Person** | **Status (Pending/In Progress/Done)** | **Remarks/Feedback** |
| 7:00 AM – 8:00 AM |  |  |  |  |  |
| 8:00 AM – 9:00 AM |  |  |  |  |  |
| 9:00 AM – 10:00 AM |  |  |  |  |  |
| 10:00 AM – 11:00 AM |  |  |  |  |  |
| 11:00 AM – 12:00 PM |  |  |  |  |  |
| 12:00 PM – 1:00 PM |  |  |  |  |  |
| 1:00 PM – 2:00 PM |  |  |  |  |  |
| 2:00 PM – 3:00 PM |  |  |  |  |  |
| 3:00 PM – 4:00 PM |  |  |  |  |  |
| 4:00 PM – 5:00 PM |  |  |  |  |  |
| 5:00 PM – 6:00 PM |  |  |  |  |  |
| 6:00 PM – 7:00 PM |  |  |  |  |  |