Home Office Workspace Solutions

PRINTABLE TEMPLATE · TIME & TEAM

Weekly Timesheet & Team Hours Planner

Printable timesheets, a team availability planner and a weekly hours summary.

> Use these pages to log your own hours or to plan a small team's week: who is working when, who is covering what, and how the hours added up. Print a fresh set each week or copy the layouts into a spreadsheet.

Page 1: Weekly timesheet

Day	Start	End	Break	Hours	Project / task

Page 2: Project hours summary

Project	Mon	Tue	Wed	Thu	Fri	Total

Page 3: Team availability

Name	Time zone	Working hours	Days off	Cover for

Page 4: Team weekly hours

Name	Planned hours	Actual hours	Difference	Notes

Page 5: Weekly hours review

Week of:

Total hours worked:

Hours on top-priority work:

Overtime or gaps and why:

Changes for next week:

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