

I'm not a robot































Step 8) Fill in your tasks and activities for each day in the corresponding cell. This is what the schedule will look like: Lets now add other elements to the schedule to customize it To do that, Step 9) Select the Weekly Schedule cell, press CTRL + B and increase the font size. Step 10) Click the down arrow next to Fill Color and select Green. Step 11) Select headers row 2 and select Yellow color from Fill Color. Step 12) press CTRL and select all the time slots. Step 13) Press CTRL + B to make the time and days bold. Step 14) Press CTRL + A and click the Border dropdown from the Font section and select All Borders. And your customized Excel schedule is all ready! Work schedule is quite similar to the weekly schedule we created above with only a few minor changes. To create a work schedule, Step 1) Open the workbook. Step 2) Select cells A1 through C1. Step 3) On the Home tab, select Merge & Center from the Alignment section. Step 4) Type in Work Schedule. Step 5) In cell A2, type Time. Step 6) In cell B2, type Monday and drag the Fill Handle till H2. Step 7) Enter time slots Time column. The way managers schedule their teams shifts has changed over the years. Not too long ago, all scheduling took place using paper and pencil. After that, managers adopted spreadsheet programs, like Excel, and later on, Google Sheets Nowadays, there are more efficient, advanced, and convenient scheduling tools available, like ZoomShift, but many managers are hesitant to abandon their tried-and-true methods even though theyre significantly slower and come with many disadvantages.Here, well tell you how you can make a work schedule on Google Sheets in four easy steps and give you a template you can use. In addition, well go over some of the problems that come from using Sheets for your scheduling and explain how switching to newer, more advanced tools can make your life easier and your team more efficient.How to Make a Work Schedule in Google SheetsLets kick things off by taking a look at how you can make a work schedule in Google Sheets.1. Navigate to the Google Sheets Template GalleryTo start, head over to the Google Sheets homepage at . From there, select either Personal or Business. The signup process will differ depending on which one you pick, but the overall Sheets experience will be the same, so its completely possible to use Personal even for a work schedule.After that, youll see a list of your recent documents. At the top, theres a section of the page titled Start a new spreadsheet that includes templates. It looks like this:Click Template gallery in the top right of this section to get to the template gallery, which looks like this:2. Select the Schedule TemplateOnce youre on the template gallery, youll see the Schedule template on the third row in the middle:Once youve selected the template, a new document will be created:3. Set the Starting Date and TitleAt the top of the schedule, youll see the title Daily Schedule and Week of. At this point, you can set the title to anything you want and input the starting date for your schedule. When you click on the starting date, a dropdown calendar will pop up, and you can use it to select the right starting date, like so:4. Add the Shifts Into the SheetNow that you have your template set up, all you need to do is add in the shifts and fill out your schedule. That could look something like this:At this point, youre all set. All you need to do is fill out the schedule as you see fit.Downloadable Work Schedule TemplateThe schedule template included with Google Sheets is a good place to get started, but it isnt very fleshed out. To help improve the spreadsheet scheduling experience, weve put together a new and improved spreadsheet schedule template, which includes helpful additions, like cost and overtime calculations.Our Google Sheets work schedule template is available for download here. Disadvantages of Scheduling with Google SheetsMaking work schedules with Google Sheets may be workable, but its far from ideal. Here are just a few reasons why Google Sheets is not the best choice for work schedules.1. Schedule Updates Arent PushedCompared to offline spreadsheet programs, like older versions of Microsoft Excel, Google Sheets has a major advantage in that everyone that you share the schedule with can see changes in real-time.However, these updates arent pushed to everyone, meaning that your team members wont be automatically notified every time you make a change. That means that if one of your team members checks the schedule on Saturday night, and you change their shift on Sunday morning, they might end up showing up for the wrong shift if you dont remember to send an email.When you use software that includes push notifications, you can eliminate this problem.2. More Error-Prone Due to Lack of AutomationModern scheduling software doesnt force you to enter every little detail by hand: if you change one part of the schedule, other related parts will automatically update for you. Plus, more advanced software can also alert you if youre scheduling too many shifts and getting into overtime territory or making another potential error:Unless youre a spreadsheet expert, you wont be able to get Google Sheets to do this type of automation, so youll be hurting your scheduling efficiency by relying on it.3. More Time ConsumingWhen you use a spreadsheet, you have to enter every shift manually, and that takes a lot of time. With dedicated scheduling software, you can use a speedier drag-and-drop schedule builder instead.Plus, if you need to notify teammates of new updates, youll have to manually send out emails, whereas a modern scheduling software could automatically push notifications to your team members.4. Lacks Modern FeaturesNot only do spreadsheets lack the features mentioned above, but they dont have other useful tools, like shift swaps, GPS time tracking, PTO management, and more. All of these features work together to save you time and make your business run like a well-oiled machine.ZoomShift Employee Scheduling AlternativeIf youre ready to upgrade your scheduling system, ZoomShift has you covered. ZoomShifts drag-and-drop scheduler makes it easy for managers to schedule shifts and employees to mark which shifts they are available or unavailable to work. With this framework laid out, managers can assign shifts much more quickly by simply accepting and rejecting shift and PTO requests.When the schedule is ready, all you need to do is hit publish to automatically send out notifications to the team. From there, you can use ZoomShifts time tracking features, including GPS tracking, to verify that theyve completed their shifts. ZoomShift AdvantagesNow that we have an idea of the issues with spreadsheet scheduling, lets take a look at some of the ways that ZoomShift can help fix those problems.1. Reduces Scheduling ErrorsBy sending out push notifications when shifts are changed, alerting you when youre getting into overtime territory, and preventing other issues through automation, ZoomShift can reduce the chance of human error causing problems with your schedule.2. Drag-and-Drop Scheduling Is More EfficientWhen you use a spreadsheet, youll need to enter each and every shift by hand. ZoomShift, however, has an easy-to-use drag-and-drop interface, which makes scheduling faster and easier than ever.3. Includes Time-Tracking FeaturesMaking the schedule is just one half the battle the other half is ensuring that your team sticks to it. ZoomShift includes time tracking features, including GPS tracking, that keep tabs on when your team members are showing up for work. That way, you can always ensure your employees are working at the right time.4. Employees Can Take More Control Using Shift SwapsAs a manager, handling employee absences, shift swaps, and time off can be difficult. But with ZoomShift, employees can take a bigger role in their scheduling, which moves some work off the managers table.Employees that need to swap shifts can simply post the shift they want someone else to cover on ZoomShift, and another team member can then claim it. All this can be done without any manager involvement.5. PTO ManagementSay goodbye to manual PTO management. ZoomShift automatically calculates how much PTO each team member accrues and allows managers to easily sign off on time off requests. Plus, employees who are approaching their PTO limits will get notified so that they can manage their time off better.Key TakeawaysSpreadsheets may have been the best scheduling tools available for a while, but their heyday has come and gone. Nowadays, managers can benefit from much more advanced tools that can make their companies significantly more efficient.If youre ready to take your scheduling to the next level, click here to learn how ZoomShift can make your company more productive than ever. This Excel daily schedule template is really simple but very good. With time slots, hobbies, and a to-do list so that nothing slips through your days cracks. Make a basic schedule of a persons quotidian work in Excel. After creating a daily schedule of XYZ school, you can change the background and text color as you like from the Home ribbon. We can do that like the below screenshot. Method 2 Create a Daily Schedule for SchoolWe can easily make a daily schedule of XYZ school in Excel. After creating a daily schedule of XYZ school, you can change the background and text color as you like from the Home ribbon. You can do that like the below screenshot. Method 3 Make a Daily Schedule for Universitys CurriculumThis daily schedule template in Excel is straightforward and has a professional academic design ideal for keeping your lessons organized. It provides a place to write the institutions name and the passing date. It works flawlessly as an Excel template for a daily schedule for the entire year. After creating a daily schedule for XXX University, you can change the background and text color as you like from the Home ribbon. You can do that like the below screenshot. Method 4 Create a Daily Schedule for Tourisn HotelSteps:Select cell F4, and write down the below function in that cell.Press ENTER on your keyboard, and you will get the return of the TODAY function. The return is 15-09-22.Write down the below formula for the check-out.F4 is the check-in date and 1 is the total days that you want to stay in the hotel.Press ENTER on your keyboard. Finally, you will get the check-out date. The check-out date is 16-09-22. Method 5 Make a Daily Schedule for Housework of StudentsThis Excel daily schedule template is really simple but very good. It has time slots, hobbies, and a to-do list so that nothing slips through your days cracks. We can make a basic schedule of a students quotidian work in Excel. Change the background and text color as you like from the Home ribbon. We can do that like the screenshot below. Method 6 Create a Daily Schedule for BusinessmanCreate a daily schedule for a businessmans quotidian work in Excel. After creating a daily schedule for a student, you can change the background and text color as you like from the Home ribbon. We can do that like the below screenshot. Things to Remember#N/A! error arises when the formula or a function in the formula fails to find the referenced data.#DIV/0! error happens when a value is divided by zero(0) or the cell reference is blank. Download Practice WorkbookDownload this practice workbook to exercise while you are reading this article. Make a Daily Schedule.xlsx Related Articles