

2027 PLANNER

My Team Hours

Clear coverage supports better work.

DEVICE

CALENDAR

WEEK START

iPad 11-inch / Goodnotes

2027

Monday

YEAR AT A GLANCE

01 January	02 February	03 March	04 April
05 May	06 June	07 July	08 August
09 September	10 October	11 November	12 December

INCLUDED

12 months - 53 weeks - Goals - Habits - Notes

Layout - agenda week - grid month

WEEK INDEX	THIS WEEK	THIS MONTH	STAFF
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JANUARY 2027

January

W	MON	TUE	WED	THU	FRI	SAT	SUN
01					1	2	3
02	4	5	6	7	8	9	10
03	11	12	13	14	15	16	17
04	18	19	20	21	22	23	24
05	25	26	27	28	29	30	31

WEEKS

Dec28	Jan4	Jan11	Jan18	Jan25
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< previous

next >

DEC 28 - JAN 3

Coverage Week

Match people and skills to the work, then keep changes and time records ready for review.

COVERAGE NEED		KNOWN ABSENCE	DECISION / APPROVAL

MON

SHIFT / COVERAGE / CHANGE

28

TUE

SHIFT / COVERAGE / CHANGE

29

WED

SHIFT / COVERAGE / CHANGE

30

THU

SHIFT / COVERAGE / CHANGE

31

FRI

SHIFT / COVERAGE / CHANGE

1

SAT

SHIFT / COVERAGE / CHANGE

2

SUN

SHIFT / COVERAGE / CHANGE

3

OPEN SHIFTS

ABSENCES

SWAPS / APPROVALS

PAYROLL NOTES

JAN

IDX

next week >

QUIET BLOOM PRESS

15

STAFF

Team Overview

Keep roles, usual availability, work locations, and the next staffing conversation visible.

TEAM MEMBER	ROLE	USUAL HOURS	LOCATION	NEXT CHECK

TRACK

Weekly Staff Schedule

Publish one working schedule with roles, locations, breaks, and confirmed changes.

DAY / SHIFT	TEAM MEMBER	ROLE	LOCATION	CONFIRMED