

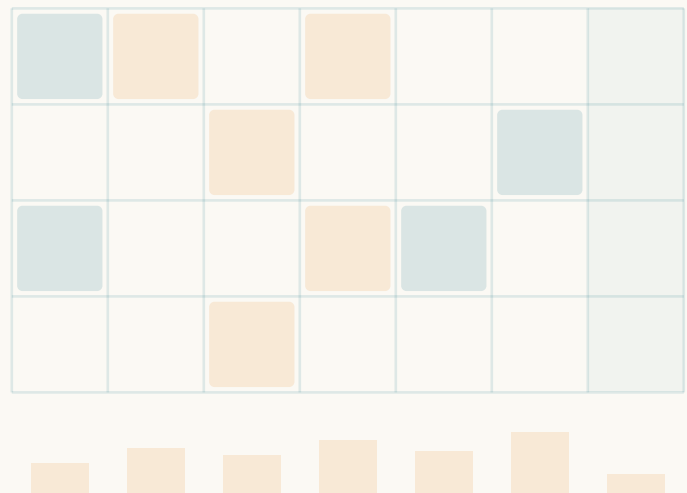


AN ARDENT WORKSHOP PRODUCT

Free Starter — Week Schedule

Staff one week, see the coverage — the schedule half of the full workbook.

Free · no signup



Your free single-week schedule grid

This one-page starter is the schedule half of the full workbook: staff a week on a grid and see the coverage. It's genuinely useful on its own — and it's the fastest way to feel how the paid workbook works before you add the labor cost.

How to use it

- 1 Set your shifts. In the SHIFTS box, edit the codes and paid hours to your own — an open, a mid, a close, a short peak, and OFF.
- 2 Staff the week. Put a shift code in each cell (pick from the dropdown). Blank means undecided; OFF is a day off.
- 3 Read the hours. Each person's weekly hours add up on the right as you fill it in.
- 4 Watch coverage. Set your minimum on duty; any day below it flags with a red mark, so you catch a thin day before you post.

WHAT THE FULL WORKBOOK ADDS

This starter shows the schedule and coverage. The full Shift-Schedule & Labor-Cost Workbook adds the part that makes it pay for itself: each person's pay rate turns the schedule into a labor cost — regular and overtime — rolled into a labor-cost percentage checked against your sales target, so you see whether the week is affordable before you post it. Plus a coverage matrix, a Week Overview dashboard, and four guides. [Get the full Shift-Schedule & Labor-Cost Workbook >](#)

A planning tool, not payroll software, and not HR, tax, or legal advice. The example team and week are fictional and illustrative.