TASK PLANNING TEMPLATE

Format No.

Work Station | Unit: _____ Location / Area: _____

Date of Planning: _____ For Month: _____ of 20 _____

Pre-Task Description

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

Work Task	Start Date / Time	End Date / Time	Responsibility Assigned	Priority Level [High | Mid | Low]	Status (C /U/P)

* C = Completed, U = Under Orientation, P = Pending – Not Started Yet.

Prepared By: Date: Approved By: Date: