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| **Daily Schedule** | | | | | | | |
| ***Name of Company/Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Name of Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [dd/mm/yy]***  ***Schedule period: \_\_\_\_\_\_\_\_\_ to\_\_\_\_\_\_\_\_\_\_\_*** | | | | | | | |
| **Name**  (Alphabetically) | Time \_\_\_:\_\_\_ to \_\_\_\_:\_\_\_[Exact hours to be put every day] | **Day 1** [activities Detail] | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Day 6** |
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| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | |