**[](https://de.smartsheet.com/try-it?trp=50205)Beispielvorlage für einen einfachen Mitarbeiterschichtplan**

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| **Standort** | Hauptfiliale, Unter den Ulmen 123 |  |  |  |  |  |  |  |  |  |
| **Manager\*in** | Lena Meier |  |  |  |  | IHR LOGO HIER | | | | |
| **Anfang der Woche** | **03.01.2033** |  | | | |  |  |  |  |  |

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| **Falls Sie verhindert sind,  melden Sie sich bitte spätestens 24 Stunden vor Beginn Ihrer Schicht unter 000-000-0000 telefonisch ab.** | | Mo | | | | | | Di | | | | | | Mi | | | | | | Do | | | | | | Fr | | | | | | Sa | | | | | | So | | | | |  |
| 03.01.2033 | | | | | | 04.01.2033 | | | | | | 05.01.2033 | | | | | | 06.01.2033 | | | | | | 07.01.2033 | | | | | | 08.01.2033 | | | | | | 09.01.2033 | | | | |  |
| **Rolle** | **Mitarbei-tername** | **Schichtbeginn** | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Stunden pro Mitarbeitende\*n** |
| Verkäufer\*in (Ladenöffnung) | Karoline | 8:00 Uhr |  |  | 17:00 Uhr | **9:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** | 12:00 Uhr | |  |  | 22:00 Uhr | **10:00:00** | 12:00 Uhr | |  |  | 22:00 Uhr | **10:00** | **49:00:00** |
| Verkäufer\*in (Tagesbetrieb) | Maria | 6:00 Uhr |  |  | 8:00 Uhr | **2:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00** | **42:00:00** |
| Kundenservice | Julius | 8:00 Uhr |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00** | **40:00:00** |
| Kundenservice | Phil | 14:00 Uhr |  |  | 15:00 Uhr | **1:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** |  | |  |  |  | **0:00:00** |  | |  |  |  | **0:00** | **21:00:00** |
| Verkäufer\*in (Ladenschluss) | Jan | 8:00 Uhr |  |  | 18:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** |  | |  |  |  | **0:00:00** |  | |  |  |  | **0:00:00** | 12:00 Uhr | |  |  | 22:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00:00** | 8:00 Uhr | |  |  | 18:00 Uhr | **10:00** | **50:00:00** |
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**Vorlage für einfachen Mitarbeiterschichtplan**

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| **Standort** |  |  |  |  |  |  |  |  |  |  |
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| **Anfang der Woche** |  |  | | | |  |  |  |  |  |

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| **Falls Sie verhindert sind,  melden Sie sich bitte spätestens 24 Stunden vor Beginn Ihrer Schicht unter 000-000-0000 telefonisch ab.** | | Mo | | | | | | Di | | | | | | Mi | | | | | | Do | | | | | | Fr | | | | | | Sa | | | | | | So | | | | |  |
| TT.MM.JJ | | | | | | TT.MM.JJ | | | | | | TT.MM.JJ | | | | | | TT.MM.JJ | | | | | | TT.MM.JJ | | | | | | TT.MM.JJ | | | | | | TT.MM.JJ | | | | |  |
| **Rolle** | **Mitarbei-tername** | **Schichtbeginn** | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Schichtbeginn** | | **Pause** | **Mittagspause** | **Schichtende** | **Stunden** | **Stunden pro Mitarbeitende\*n** |
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