Week of _____

My weekly shift planner

Start with fixed commitments. Subtract travel time and a buffer to find the latest time you can leave.

Day	Work shift	Travel / leave by	Fixed commitment	Adjustment or cover
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Calculate your departure

Fixed time _____ − journey _____ min − buffer _____ min = leave at _____

For next week

Actual travel time _____ Adjustment to keep _____

Worked example: a midweek shift change

Wednesday changes to a late shift. School pickup is fixed at 5:00 pm on Friday.

Day	Work shift	Travel / leave by	Fixed commitment	Adjustment or cover
Monday	7:00 am–3:00 pm	Leave home at 6:30 am	Start work at 7:00 am	Pack work bag the night before
Tuesday	7:00 am–3:00 pm	Leave at 6:30 am	Start work at 7:00 am	Check tomorrow’s bus
Wednesday	2:00–10:00 pm	1:30 pm bus · 30 min	Start work at 2:00 pm	Call dentist and return library books before lunch
Thursday	7:00 am–3:00 pm	Return via supermarket	Start work at 7:00 am	Buy frozen groceries on way home
Friday	8:45 am–4:45 pm	Leave at 4:30 pm · 25 min	School pickup at 5:00 pm	Early finish approved: 15 min
Saturday	Day off	—	—	—
Sunday	Day off	—	—	Check next week’s roster

Calculate your departure

5:00 pm − 25 min travel − 5 min buffer = leave at 4:30 pm

For next week

If the journey takes 35 min, leave at 4:20 pm for the same pickup.