

Appointment schedule template

BLANK TEMPLATE - Week / date: _____ Name / room: _____

Date	Start	End	Client	Service	Staff	Status	Notes

Appointment schedule template

FILLED EXAMPLE - all names and appointments are fictional.

Date	Start	End	Client	Service	Staff	Status	Notes
Mon 12 May	09:00	09:45	Alex Chen	Consult	Sam	Confirmed	New client
Mon 12 May	10:00	10:30	Riley Patel	Follow-up	Sam	Confirmed	
Tue 13 May	14:00	15:00	Jordan Lee	Strategy call	Ava	Pending	Needs intake
Wed 14 May	11:30	12:00	Morgan Diaz	Check-in	Sam	Confirmed	Zoom
Thu 15 May	16:00	16:45	Casey Ng	Consult	Ava	Waitlist	Prefers after 4