

I'm not robot!



Weekly Calendar							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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### Appointments

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	Client Name	Client Address	Client Phone	Client Email	Appointment Time	Appointment Duration	Appointment Notes
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### Appointments

	SATURDAY April 27, 2013	SUNDAY April 28, 2013	MONDAY April 29, 2013	TUESDAY April 30, 2013	WEDNESDAY May 1, 2013	THURSDAY May 2, 2013	FRIDAY May 3, 2013
8:00							8:00
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Time	Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Templates for weekly schedule. Free printable weekly appointment schedule template. Template for a weekly work schedule. Weekly schedule template numbers.

A spreadsheet can be a useful tool if you need a simple way to schedule appointments other than using online services or calendar software. You can print blank appointment schedule sheets or use Excel or Google Sheets for editing and tracking your appointment schedule electronically. I designed this template with that in mind and used conditional formatting to allow you to highlight appointments and mark whether they have been confirmed or not using a simple drop-down list. Advertisement This template was designed to help you schedule and follow up with appointments. Begin by choosing a start date and start time and a time interval (such as 15 minutes or 30 minutes). Then, make a copy of the Schedule worksheet before you begin creating your schedule. That way you will have a copy of the original schedule to use for other weeks. Conditional formatting is used to automatically highlight the appointments based on the symbol or letter you choose from the drop-down list. See "How to Format Based on Another Cell." Update 11/26/2021: We added extra columns (hidden by default) for showing six or seven days per week instead of just 5. Unhide these extra columns as needed. The column to the left of each appointment uses a data validation drop-down list with various symbols to automatically change the background and font colors. ★ - If you want to highlight special appointments, you can use this star symbol. ♣ - Use this symbol to flag the appointments that you have not yet confirmed. ■ - After an appointment is confirmed, you can change the flag to this symbol. ✓ - You can use the check mark to indicate that your client or patient showed up and the appointment is complete. x - If the person does not show up for an appointment, you can mark it with an x. O - The letter O is used to indicate when you are out of the office or taking a break. The symbols are listed in the Legend to the right of the schedule and can be customized by changing the values within the legend. In theory, you could also add more symbols and conditional formats, but that

would require more advanced Excel skills. Tip: Make sure to customize the legend BEFORE you edit the schedule. Changing the legend will not change the values you may have already selected from the drop-down lists. Note: Conditional formatting will override manual changes to the font and background colors. So, if you would rather highlight everything on your own, you can either remove all the conditional formatting rules from the worksheet, or use the other blank schedule contained in the workbook. I didn't set up the file with worksheets for multiple weeks because the idea is for you to first customize the schedule the way you want it. THEN, you can duplicate the worksheet multiple times and rename the worksheet tabs for different weeks (e.g. Mar 6, Mar 13, Mar 20, etc.). In Excel, you can duplicate the worksheet by right-clicking on the tab and selecting Move or Copy. If you have an appointment that would overlap multiple cells in the worksheet, you can use the "Merge and Center" command (in the Home ribbon) to merge cells like the examples shown in the above screenshot. After you do that, you can change the text alignment back to left aligned if you want to. If you un-merge cells, the data validation and conditional formatting may be erased from some of the merged cells, so you would need to copy/paste the formatting from the cell above to fix the un-merged cells. Blue and purple 2 weeks appointment schedule template Two weeks appointment schedule template One week planner with 3 month calendar on one page One Week Appointment Calendar Template, Purple Palette Weekly Appointment Calendar Template Get Your Appointments Done Quickly and Easily by Using Template.net's Free Printable Appointment Schedule Templates! We Provide Daily, Weekly, and Monthly Schedule Templates, All of Which Are Fully Downloadable, Customizable, and Printable! Why Look Somewhere Else When Everything You Need Is Here? Grab Yours Now in Microsoft Word or Excel!See more Appointments are activities or meetings you schedule hourly, daily, weekly, or monthly. An appointment schedule is a management tool that lists out all the appointments, like meetings and tasks, in a sequence with its allotted time. It will clearly disclose all the businesses that need to be accomplished within the scheduled period. Even patients need to book an online appointment for a doctor or hospital. For example, doctors are very busy people. They tend to other people's needs; therefore, you need to book a doctor's office schedule. People, like doctors and businessmen, need to have an appointment schedule to keep track of everything they need to attend. How to Create an Appointment Schedule Follow the simple measures below to create an effective appointment schedule and worry no more of the unintentionally neglected appointments. 1. Know Your Appointments The first thing you need to do to create the proper appointment schedule is to name and list all the appointments you need to do or attend. You can add a brief description of your appointments like the location of the event or who you need to meet. Listing and making a checklist them down can help you prevent double-booking of appointments. If you have a secretary, it is better to ask them about your appointments. 2. Create a Table for the Appointments Start creating a table for your appointments. Write the date, time, client name, phone number, email, social media or website address, and note in a column to have an organized layout. The layout should be simple and highly organized so that you would not be confused with the appointments. 3. Point Out Appointment Dates If your appointment schedule is a daily schedule, then you don't have any problem since it typically takes up the whole space of the document. However, if your appointment planner is a weekly or monthly appointment schedule, then you need to point out the dates. Make sure that your timetable includes the period that you want to note and that each appointment is assigned on the day and time it takes place. 4. Keep Updating Appointments There might come a time when you are compelled to make changes to your schedule. Situations like cancellation, rescheduling, and unexpected appointments might sabotage your work schedule. You should keep updating your appointment schedule. Do not leave appointments unchanged to avoid causing problems with your other appointments. 5. Try Online Appointment Scheduling Printed appointment schedules have pros and cons. An advantage of a printed appointment schedule is that you will have a physical copy of the document on hand and place it in a location where you can easily see it. The disadvantage of the printed appointment schedule is that you will have a hard time adjusting your simple schedule when an unexpected situation occurs. If you want to avoid this circumstance, then you can try an online schedule maker. There are a lot of appointment scheduling apps that you can use for easier booking of clients, rescheduling, and cancellation of appointment through a web interface. Even a client can make an appointment through free scheduling apps that most companies have. Available to current Johns Hopkins Medicine patients.Many providers and specialists offer online appointment scheduling through MyChart. Anyone who has sought care at a Johns Hopkins Medicine facility in the last few years can activate a MyChart account. Learn about MyChart.Appointments are available to current Johns Hopkins Medicine patients. For some care appointments, you must be an existing patient of the practice or care service to schedule online.Current patients: schedule your appointment online today for: Johns Hopkins Community Physicians School of Medicine- Internal Medicine Schedule your appointment today. Allergy Cardiology Dermatology Endocrinology/Diabetes Eye Exams: Available for routine eye exams, diabetic eye exams and dry eye exams. Certain exams may require an order from your provider. Gastroenterology Hematology: Available to current hematology patients only. Infectious Disease Neurosurgery Otolaryngology: Available for head, neck and sinus appointments. Otology (Ear) Pain Treatment Physical Medicine and Rehabilitation: current therapy patients only, except for: Physical Therapy (PT)- for new and current patients Occupational Therapy (OT)- for new and current patients Speech-Language Pathology (SLP)- for new and current patients Pulmonology: Available for current pulmonology patients only. Rheumatology: Available to current rheumatology patients only. Sleep Medicine Urology Schedule your appointment today. If you are looking to schedule an appointment with another department not listed here, please use the phone numbers provided for Maryland, domestic and international residents. Well Child Visits and Urgent Care Video Visits (through Johns Hopkins Community Physicians) Allergy Cardiology Dermatology Endocrinology Eye Exams: Available for routine eye exams and dry eye exams age 6 and up. Hematology Immunology Infectious Disease Rheumatology Urology Schedule your appointment today. If you are looking to schedule an appointment with another department not listed here, please use the phone numbers provided for Maryland, domestic and international residents. Schedule by PhoneIf You Live in MarylandJohns Hopkins Medicine provides a wide range of comprehensive and cost-effective health care services. Additionally, Johns Hopkins Community Physicians offers primary care, including internal medicine, obstetrics and gynecology, pediatrics and some specialty care at over 35 convenient locations throughout Maryland.For more information, please visit the Johns Hopkins Community Physicians website.To speak with a Johns Hopkins Medicine representative, please call 410-955-5000 (Adults) or 443-997-5437 (Pediatrics). For existing Johns Hopkins Medicine patients, certain primary care and specialty care appointments are available to schedule online. Find a DoctorIf You Live in the United States, but Not in MarylandJohns Hopkins USA offers you a single point of contact to assist you with any questions or needs for your medical visit to Baltimore. Your Johns Hopkins USA medical concierge can help you schedule medical appointments, assist you with transportation and accommodation arrangements and prepare you for your visit from out-of-state.To speak with a Johns Hopkins USA representative in person, call 1-855-695-4872 (Monday - Friday, 8 a.m. to 6 p.m. EST). For existing Johns Hopkins Medicine patients, certain primary care and specialty care appointments are available to schedule online. Request an AppointmentIf You Live Outside the United StatesJohns Hopkins Medicine International pairs you with a medical concierge to arrange all aspects of your medical visit, paying special attention to your personal, cultural and travel-related needs. Johns Hopkins Medicine International can also help arrange your medical appointments, provide language interpretation, financial counseling, assistance with travel arrangements and anything else to help make Johns Hopkins feel as close to home as possible.To speak with a representative in person, please call +1-410-502-7683 (Monday-Friday, 7:30 a.m. to 5:00 p.m. EST-Eastern Standard Time or 12:30 p.m. to 10:00 p.m. GMT-Greenwich Mean Time).Request an Appointment

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