

PRO KARTS / NELSON FUN PARK

Weekly Administration Project Allocation Sheet

Staff Name: _____ Week Starting: _____

This sheet is for tracking time spent per project and task. It does not replace your Connecteam payroll timesheet.

DAY

Project / Event Name	Task Description	Category (Admin / Marketing / Event / Finance / Website / Other)	Time Spent (Hours)
Customer Service	Emails, phone calls, booking responses, counter support	Customer Service	
Operations Support	Assisting staff, problem solving, supplier calls, internal support	Operations	

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WEEKLY REFLECTION

1. What project took the most time this week?

2. Did any task take longer than expected? Why?

3. What measurable outcome came from your work this week?
