

Shiftbase Template

30 day pre-peak planning calendar



About this template

Peak season is predictable. The chaos isn't.

This plan helps you prevent last-minute changes, overtime creep, and scheduling stress before peak hits.

How to use this plan

1. Choose your peak start date.
2. Count back 30 days.
3. Do one task per day. Miss a day? Continue — don't restart.

Fill-in box:

Peak start date:	
30 days before peak starts:	
Team/location:	



Print this and hang it where schedules are made.

The 30 day pre-peak planning calendar

30-day pre-peak planning calendar			
	Day	Time	What to do
Week 1	Day 30	10m	Define “peak” in one sentence: dates, opening hours, expected traffic, key risk days.
	Day 29	20m	Pull last year’s peak notes: what broke (no-shows, overtime, understaffing, swaps).
	Day 28	20m	List peak roles and minimum coverage per role (per hour/day).
	Day 27	10m	Identify your top 5 “stress shifts” (days/times where chaos hits hardest).
	Day 26	20m	Check availability is up to date (request updates from staff if needed).
	Day 25	20m	Review planned absences (holidays/events) and mark them on the peak calendar.
	Day 24	10m	Set 2 peak rules: (1) scheduling deadline, (2) how swaps get approved.
Week 2	Day 23	20m	Forecast demand by day (Low/Med/High) and highlight your “red days.
	Day 22	20m	Assign “anchors” for red days (most reliable staff/shift leaders)
	Day 21	20m	Draft your peak schedule skeleton: coverage blocks first (not names).
	Day 20	20m	Add legal/rest constraints to the skeleton (breaks, min rest, max hours)
	Day 19	20m	Add skill coverage: ensure each shift has required skills/certifications.
	Day 18	20m	Add fairness rules (rotate weekends, late/early split, balanced hours).
	Day 17	20m	Identify gaps: list unfilled blocks + missing role/skill.

	Day 16	20m	Create a backup list (people open to extra hours + fastest contacts).
Week 3	Day 15	20m	Define your sick-leave protocol: who gets called, in what order, by when.
	Day 14	20m	Define swap rules: what's allowed, cutoff times, approval steps.
	Day 13	20m	Check overtime risk: who is close to weekly limits across peak weeks.
	Day 12	10m	Set an overtime trigger rule (example: flag after X hours or X days).
	Day 11	20m	Identify 3 bottlenecks (checkout/bar/kitchen/fitting rooms/etc.) and add coverage.
	Day 10	20m	Draft your "peak communication pack" outline (publish times, change rules).
	Week 3		
Week 4	Day 9	20m	Assign names to the skeleton schedule (start with red days).
	Day 8	20m	Validate availability conflicts and fix them now (before publishing).
	Day 7	20m	Confirm shift leaders: who owns decisions each day.
	Day 6	20m	Share schedule draft internally (managers/leads) for sanity check.
	Day 5	20m	Publish schedule to staff (set feedback window + hard deadline).
	Day 4	20m	Run a mini what-if test: 1 no-show + 1 sick call on a red day — what happens?
	Day 3	10m	Lock the schedule (changes after this follow your swap protocol).
	Week 4		
	Day 2	20m	Refresh the team: breaks, time tracking basics, who to contact for issues.
	Day 1	20m	Complete the peak readiness review

✓ Day 1 peak readiness review (10 min calm check)

- Schedule locked and shared
- Backup list confirmed (and reachable)
- Sick-leave protocol ready
- Swap rules understood by the team
- Shift leaders assigned for each day
- Overtime trigger is active
- Key risks marked (red days + stress shifts)
- Communication channel is clear (where updates happen)

! Peak rules

Schedule publish day/time:	
Last change allowed until:	
Swap approval process:	
Sick-leave call order:	
Overtime trigger (rule):	
Who decides extra staffing:	

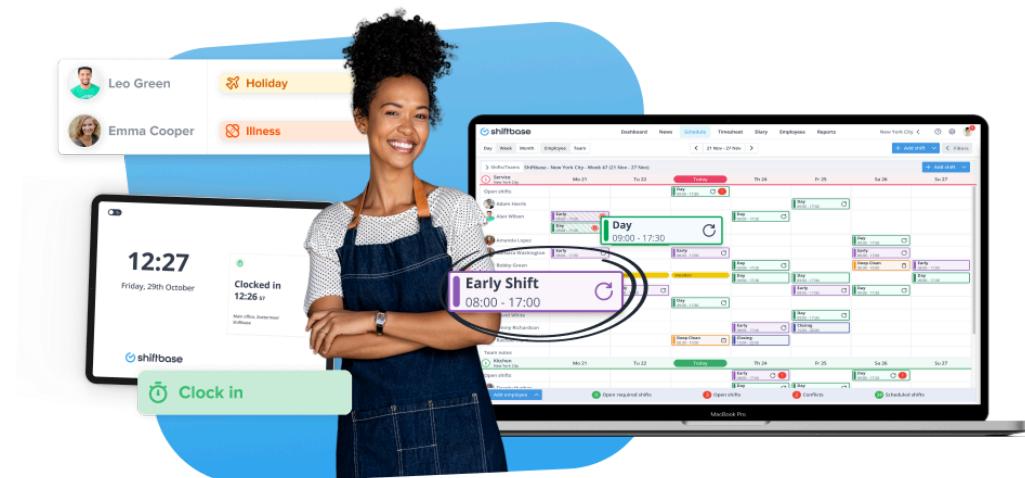
⚠ If peak season is still chaotic after this — it's not you. It's the system. You can fix the system.

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