



# Employee Productivity Report

For tips and insights on how to use this template, [visit this article](#).

Employee name:

Employer name:

## Productivity metrics

Task	Productive or Non-Productive	Time in	Time out	Total hours
Scheduling employees				
Scheduling patients				
Checking emails				

Total Productive Hours	Total Non-Productive Hours

## Next steps

Goals	Notes	Progress
Get the HR for Health employee scheduler		
Scheduling patients		
Checking emails		

Employee signature:

Employer signature: