

Scheduled Work Actions & Schedules

Summary

Scheduled Work Actions are the planned tasks and milestones you create in BuilderPal with specific due dates. The **Schedules** view (Personal, Project, and Master) displays all of these in a calendar format so you can see what's due and when across your work.

Why It Matters

Without clear schedules, tasks get lost, deadlines slip, and crews show up unprepared. BuilderPal's scheduling system keeps everyone aligned and gives you real-time visibility into what's coming up.

How It Works

Scheduled Work Actions

Scheduled Work Actions are **any tasks or actions with a due date**, including:

- Site Instructions
- Punch List items
- RFI responses
- Bill due dates
- Any other task you assign a deadline to

Schedules

Schedules are calendar views that display your Scheduled Work Actions:

- **Personal Schedule**
Shows only tasks assigned to you
 - **Project Schedule**
Shows all scheduled actions within a single project
 - **Master Schedule**
Shows all scheduled actions across every project you have access to
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When to Use

- Daily or weekly planning (**Personal Schedule**)
- Crew scheduling and subcontractor coordination (**Project Schedule**)

- Company-wide resource planning (**Master Schedule**)
 - Exporting schedules to Outlook or Google Calendar
 - Tracking delays and upcoming deadlines
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Related Articles

- [Personal Calendars Overview](#)
 - [Master Schedule Overview](#)
 - [Managing Project Tasks](#)
 - [Learn the Project Dashboard](#)
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