Duties and Responsibilities

D=Daily; W=Weekly; M=Monthly; S=Seasonal; A= Annual; O=Occasional

No	Duty/Responsibility	Code

Later on you will create separate sections for each of these categories based on daily, monthly, annual duties.
Or try this method:

Task Name	Task Frequency						
	Daily	Weekly	Monthly	Quarterly	Annually	Fiscal Year End	Other
Fill out Production Record	x						
Develop grocery list from menu		x					
Take roll and mark student categories(F, R, P)	x						
Develop menu			x				
Place claim into CNP 2000			x				