

EMPLOYEE TASK LIST

Assign each task to a team member with a due date, a priority, and a status. Total each person's open and done tasks at the bottom.

Team / department _____ Week of _____

#	Task	Employee	Due	Priority	Status	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

BY EMPLOYEE		
Employee	Assigned	Done

Tasks listed

Done

COMPLETE