

TASK LIST

One task per row with an owner, a due date, a priority, and a status. Tally by status at the bottom when the list is reviewed.

Project / team _____ Week of _____

#	Task	Owner	Due	Priority	Status	Notes
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

BY STATUS

Not started

In progress

Waiting

Done

Tasks listed

Done

COMPLETE