

TASK MANAGEMENT SHEET

The master list for a small team: category, owner, priority, status, due. The Excel and Sheets versions add a Dashboard tab and editable owner and category lists.

Team / project

Updated

#	Task	Category	Owner	Priority	Status	Due	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

BY PRIORITY

High

Medium

Low

Overdue