

TASK TRACKER

Owner, priority, status, start and due for every task, with a dashboard: counts by status and priority, overdue, and percent complete.

Tracker for _____ Updated _____

#	Task	Owner	Priority	Status	Start	Due	Days left
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

DASHBOARD							
BY STATUS		BY PRIORITY		OVERALL			
Not started		High		Tasks			
In progress		Medium		Overdue			
Waiting		Low		Done			
Done				% complete			