

TO-DO LIST

One task per row with a priority, a due date, and a status. Tally the boxes at the bottom when the list is done.

Name / project _____ Week of _____

#	Task	Priority	Due	Status	Notes
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

Tasks listed

Done

COMPLETE

Priority: High / Medium / Low. Status: Not started, In progress, Waiting, Done. The Excel and Google Sheets versions turn overdue tasks red and count progress automatically.