TIMEULAR

Effortless, smart, and secure project time tracking

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Project Task Tracker

Client Name ....

Project Name ....

Project Owner: ....

Project Timeframe: ....

Project deliverables	Time needed	Deadline	Status
10 blog articles	80 hours	September 1	Complete
SEO audit	100 hours	September 15	Off track
10 landing pages	60 hours	September 30	On track

Task	Owner	Priority	Start date	Due date	Actual delivery date	Billable hours planned	Billable hours worked	Status	Notes
Blog article "10 best productivity tools"	Tina Leary	Critical	September 1	September 30	September 28	8	7	On track	Awaiting assets from the client
Landing page design	Mitch Richardson	High	October 2	October 16	October 20	3	4	Complete	
Keyword research	Josephine Law	Medium	October 10	October 31	November 2	15	15	In jeopardy	Awaiting access to Google Analytics

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