

To-Do List

MY TASKS	START DATE	DUE DATE	% COMPLETE		NOTES
Task 1	Date	Date	0%		Add your task notes here!
Task 2	Date	Date	25%		Add your task notes here!
Task 3	Date	Date	50%		Add your task notes here!
Task 4	Date	Date	75%		Add your task notes here!
Task 5	Date	Date	100%	Done	Add your task notes here!

Introduction

Use this template to track your tasks. As a team member, or a manager, it's critical to take care of your daily work so the team can remain productive as a whole. Of course, you can use this template to track your tasks at home too!

Definition of Terms

MY TASKS: Enter the name of the task you need to do.

START DATE: Enter the date you need to start the task.

DUE Date: Enter the date the task needs to be finished by.

% Complete: Use the drop down to mark how much progress has been completed.

Notes: Add any notes for context that you need.

To add another row to your list, click the "insert" button in the top right, and then click "insert table row below"