

Action Time To-Do List

#ITEM	TO-DO ITEMS	PRIORITY LEVEL	ASSIGNEE	ASSIGNED	DUE	PROGRESS STATUS	COMPLETED
1		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
2		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
3		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
4		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
5		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
6		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
7		☐ Low ☐ Medium				☐ 25% ☐ 50%	☐

Track time spent on tasks with [Clockify.me](https://clockify.me)

#ITEM	TO-DO ITEMS	PRIORITY LEVEL	ASSIGNEE	ASSIGNED	DUE	PROGRESS STATUS	COMPLETED
		☐ High				☐ 75%	
8		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
9		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
10		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
11		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
12		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
13		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐
14		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐

#ITEM	TO-DO ITEMS	PRIORITY LEVEL	ASSIGNEE	ASSIGNED	DUE	PROGRESS STATUS	COMPLETED
15		☐ Low ☐ Medium ☐ High				☐ 25% ☐ 50% ☐ 75%	☐