



Project Task To-Do List

Project name -	Assignee	Priority Level	Start Date	Deadline	Progress Status	Completed	Budget	Estimated hours	Actual hours
Task 1 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 2 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 3 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 4 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 5 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Project name -									
Task 1 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			

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



Task 2 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 3 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 4 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 5 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Project name -									
Task 1 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 2 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 3 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 4 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			

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Task 5 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Project name -									
Task 1 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 2 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 3 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 4 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 5 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Project name -									
Task 1 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☐			
Task 2 -		☐ Low			☐ 25%	☐			

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		☐ Medium ☐ High			☐ 50% ☐ 75%				
Task 3 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☒			
Task 4 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☒			
Task 5 -		☐ Low ☐ Medium ☐ High			☐ 25% ☐ 50% ☐ 75%	☒			