

WEEKLY TASK LIST TEMPLATE for Microsoft Word

WEEK START DATE		MM/DD/YY			
	TASK DESCRIPTION	CATEGORY	DATE DUE	STATUS	NOTES
SUN MM/DD/YY	Task 1	Home	MM/DD/YY	In Progress	
	Task 2	Office	MM/DD/YY	Complete	
	Task 3	Office	MM/DD/YY	In Progress	Ship items overnight
			MM/DD/YY	In Progress	
			MM/DD/YY	On Hold	
			MM/DD/YY	Not Started	
MON MM/DD/YY			MM/DD/YY	Not Started	
	Task 1	Office	MM/DD/YY	Complete	Call client
	Task 2	Freelance	MM/DD/YY	On Hold	
	Task 3	Home	MM/DD/YY	Not Started	Confirm appointment
			MM/DD/YY	In Progress	
			MM/DD/YY	In Progress	
TUES MM/DD/YY			MM/DD/YY	Complete	
	Task 1	Office	MM/DD/YY	In Progress	Client presentation
	Task 2	Home	MM/DD/YY	In Progress	
	Task 3	Home	MM/DD/YY	In Progress	
			MM/DD/YY	In Progress	
			MM/DD/YY	In Progress	
WED MM/DD/YY			MM/DD/YY	In Progress	
	Task 1	Office	MM/DD/YY	In Progress	
	Task 2	Freelance	MM/DD/YY	In Progress	Meeting
	Task 3	Freelance	MM/DD/YY	In Progress	Conference call
			MM/DD/YY	In Progress	
			MM/DD/YY	In Progress	

Make A Template Microsoft Word

Albert A Gayle



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