TO-DO LIST

[Name / project] Week of: [DD/MM/YYYY]

Tasks **5** Done **1** Progress **20%**

#	Task	Priority	Due date	Status	Notes
~~1~~	~~Reply to client emails~~	~~High~~		~~Done~~	
2	Prepare weekly report	High		In progress	
3	Book meeting room for Thursday	Medium		Not started	
4	Pay electricity bill	High		Not started	
5	Update CV / LinkedIn profile	Low		Not started	
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Pick Priority and Status from the drop-downs. Done tasks are struck through, overdue dates turn red, and the counts and progress bar at the top update automatically.