

a practical tool designed to help individuals or teams manage their tasks efficiently on a monthly basis.



Task ID	Task Description	Priority	Due Date	Status	Assigned To
9	Launch New Website Features	High	01-Jul-2024	In Progress	Emily Davis
10	Analyze Market Trends	Medium	10-Jul-2024	Not Started	Samuel Kim
11	Revise Employee Handbook	High	20-Jul-2024	Not Started	Michael Chen