

TO DO LIST

FOR [enter name]

Category	Description	Due Date	Priority	Status
Family	Buy a gift for Mom's birthday	11/11	High	Completed
Personal	Return borrowed book	11/11	Medium	Pending
Work	Team meeting	11/11	Medium	Pending
Work	Submit report	11/12	Medium	Pending
Personal	Gym session	11/12	Medium	Pending
Personal	Mom's birthday	11/18	High	Pending

TODAY'S PROGRESS



TASKS SUMMARY



