

Record Daily Tasks & Track Their Performance

Choose Month & Year + Track Monthly Performance

EFFICIENTLY PLAN AND TRACK TASKS ACROSS MULTIPLE DAYS

- ✓ GOOGLE SHEETS TEMPLATE
- ✓ EASY EDITABLE
- ✓ AVAILABLE FOR 2024-2026
- ✓ MONTHLY NAVIGATION
- ✓ PROGRESS INDICATORS
- ✓ DAILY TASK ENTRIES
- ✓ MONTHLY OBJECTIVES
- ✓ VISUAL FEEDBACK
- ✓ PERCENTAGE COMPLETION

100% ZOOM

Date	Progress (%)	Tasks
APRIL, 1	67%	☒ Plan out the day's tasks ☒ Respond to urgent emails ☐ Conduct a team meeting ☐ ☐ ☐ ☐
APRIL, 7	100%	☒ Research industry trends ☐ ☐ ☐ ☐ ☐
APRIL, 8	25%	☐ Schedule social media posts ☒ 30-minute walk during lunch ☐ Write a thank-you note ☐ Create a budget for the month ☐
	0%	☐ Delegate tasks to team member ☐ Plan a healthy meal for dinner ☐ Review and update your resume ☐ Practice a new skill or hobby ☐