

DAILY WEEKLY MONTHLY TASK LIST TEMPLATE

Organize tasks with sections for daily, weekly, and monthly activities, including due dates and completion status.

DAILY TASK

Date:

July 03, 2024

HIGH PRIORITY TASK

Complete project proposal for client
Call the IT department for computer issues
Schedule meeting with team for project kickoff
Review and approve budget for Q1

NOTES

No.	Time	TASK	Priority	Status
1	6:00: AM	Complete project proposal for client	High	☒
2	7:00: AM	Attend department meeting at 10 AM	Low	☐
3	8:00: AM	Prepare presentation for Friday's team briefing	Low	☐
4	9:00: AM	Conduct training session for new team members	Medium	☒
5	10:00: AM	Update project tracker	Medium	☐
6	11:00: AM	Call the IT department for computer issues	High	☐
7	12:00: PM	Exercise for 30 minutes	Low	☐
8	1:00: PM	Grocery shopping	Medium	☒
9	2:00: PM	Schedule meeting with team for project kickoff	High	☐
10	3:00: PM	Review and approve budget for Q1	High	☐
11				☐
12				☐
13				☐
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21				☐
22				☐
23				☐

