

# Employee Task List

EMPLOYEE NAME	Joshua Smith
JOB TITLE	Content Specialist

	Task	Status	Start Date	Due Date	Priority	Notes
Monday	[Enter task name]	<input checked="" type="checkbox"/>	11/6/23	11/20/23	Low Priority	
		<input type="checkbox"/>			Medium Priority	
Tuesday	[Enter task name]	<input type="checkbox"/>			High Priority	
Wednesday	[Enter task name]	<input type="checkbox"/>				
Thursday						
Friday						