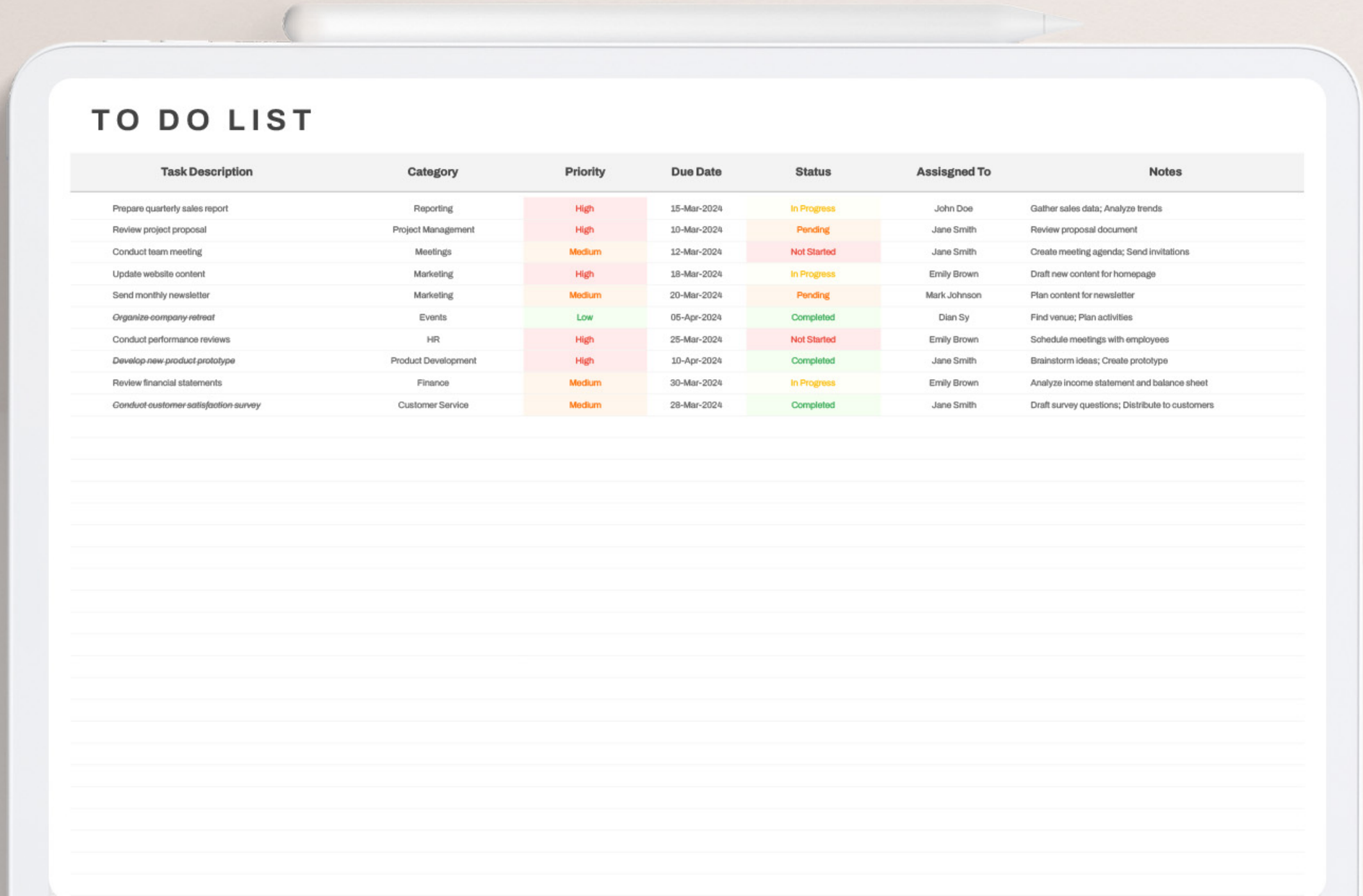
EDITABLE TO DO LIST

TEMPLATE

This versatile template empowers you to tailor your to-do list to your specific needs and preferences.



TO DO LIST

Task Description	Category	Priority	Due Date	Status	Assisgned To	Notes
Prepare quarterly sales report	Reporting	High	15-Mar-2024	In Progress	John Doe	Gather sales data; Analyze trends
Review project proposal	Project Management	High	10-Mar-2024	Pending	Jane Smith	Review proposal document
Conduct team meeting	Meetings	Medium	12-Mar-2024	Not Started	Jane Smith	Create meeting agenda; Send invitations
Update website content	Marketing	High	18-Mar-2024	In Progress	Emily Brown	Draft new content for homepage
Send monthly newsletter	Marketing	Medium	20-Mar-2024	Pending	Mark Johnson	Plan content for newsletter
~~Organize company retreat~~	Events	Low	05-Apr-2024	Completed	Dian Sy	Find venue; Plan activities
Conduct performance reviews	HR	High	25-Mar-2024	Not Started	Emily Brown	Schedule meetings with employees
~~Develop new product prototype~~	Product Development	High	10-Apr-2024	Completed	Jane Smith	Brainstorm ideas; Create prototype
Review financial statements	Finance	Medium	30-Mar-2024	In Progress	Emily Brown	Analyze income statement and balance sheet
~~Conduct customer satisfaction survey~~	Customer Service	Medium	28-Mar-2024	Completed	Jane Smith	Draft survey questions; Distribute to customers