

INSTANT DOWNLOAD

TASK TRACKER & SMART CALENDAR



August 2023

38% PROGRESS

PRIORITY	PROGRESS	STATUS
LOW	28%	ONGOING
MEDIUM	44%	PAUSED
HIGH	28%	CANCELLED

20/26 OVERDUE

TODAY'S DATE: Tue, Aug 22, 2023

CATEGORIES							
PERSONAL	7	BUSINESS	5	WELLNESS	1	FAMILY	5
EXTRA 1	0	EXTRA 2	1	EXTRA 3	1	EXTRA 4	0
EXTRA 5	2	EXTRA 6	1	EXTRA 7	1	EXTRA 8	1

TO DO LIST

TASKS	PRIORITY	CATEGORY	DUE DATE	STATUS	DAYS LEFT & OVERDUE (-DAYS)	NOTES
☐ Schedule dentist.	LOW	PERSONAL	Sun, Jul 30, 2023	ONGOING	OVERDUE -23	
☐ Research workouts.	MEDIUM	PERSONAL	Wed, Aug 2, 2023	PAUSED	OVERDUE -20	
☒ Update profile.	LOW	BUSINESS	Thu, Aug 24, 2023	ONGOING	2	
☒ Pay bills.	MEDIUM	BUSINESS	Thu, Aug 24, 2023	CANCELLED	2	
☐ Complete proposal.	HIGH	WELLNESS	Mon, Aug 28, 2023	ONGOING	6	
☐ Attend meeting.	MEDIUM	PERSONAL	Wed, Aug 23, 2023	PAUSED	1	
☐ Edit presentation.	LOW	PERSONAL	Wed, Aug 23, 2023	CANCELLED	1	
☐ Call plumber.	HIGH	PERSONAL	Thu, Aug 24, 2023	ONGOING	2	

August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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EXTRA 2	1
EXTRA 3	1
EXTRA 4	0
EXTRA 5	2

TO DO LIST

TASKS	PRIORITY
☐ Schedule dentist.	LOW
☐ Research workouts.	MEDIUM
☒ Update profile.	LOW
☒ Pay bills.	MEDIUM
☐ Complete proposal.	HIGH
☐ Attend meeting.	MEDIUM
☐ Edit presentation.	LOW
☐ Call plumber.	HIGH

EXCEL SPREADSHEET | 3 TABS | EASY TO EDIT