

Use our "Project management to-do list template" to make a to-do list of tasks and manage their performers, prioritize their implementation, cross them off from the general task list.

The template is elementary to use; the workspace contains a list of tasks for 40 activities.

Done	Task	Assigned to	Due date	Priority	% Complete	Notes
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- In the "Task" column, enter the name of your tasks;
- In the column "Assigned to" indicate the names of the executors of these tasks;
- In the "Due date" column for each of the tasks in the mm/dd/yy format, indicate the date by which the task must be completed;
- "Priority" - in this column, you can select the corresponding priority value for each task from the drop-down list:
 - **High** - If the task has the highest priority over other activities and its implementation is preferred in controversial situations (red text).
 - **Medium** - If the task is of medium priority over low priority tasks (yellow text).
 - **Low** - the least important tasks in controversial situations are performed last (green text);
- In the column "% Complete", as the project progresses, mark in the row of each task the percentage of its completion. The next column graphically displays the level of completion of the task, depending on the entered value in the left column;
- In the "Notes" column, you can specify additional entries or notes for tasks.
- Checkboxes are set in the "Done" column. Check off completed tasks. Such tasks will be crossed out from the list, and the field of these lines will become gray.

An example of a completed table:

Done	Task	Assigned to	Due date	Priority	% Complete	Notes
☒	Activity 1	Employee 1	01/21/21	Low	100%	Completed with a lag
☒	Activity 2	Employee 2	02/06/21	Low	100%	
☒	Activity 3	Employee 3	02/20/21		100%	Completed with a lag
☐	Activity 4	Employee 4	03/07/21			
☐	Activity 5	Employee 5	03/22/21	Low	50%	
☐	Activity 6	Employee 6	04/06/21	Medium	40%	
☐	Activity 7	Employee 7	04/21/21	High	30%	
☐	Activity 8	Employee 8	05/06/21			
☒	Activity 9	Employee 9	05/21/21	Low	100%	Completed with a lag