

## Task List Template

# Task List

**Deadline:** [DD/MM/YYYY]

To be Completed By: \_\_\_\_\_

[illegible]

## This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Use the **status column** according to the words shared below that suit almost all stages of a project:

**In Work:** Currently working on this task

**Pending:** Ready for work

***Canceled:*** Work no longer needed