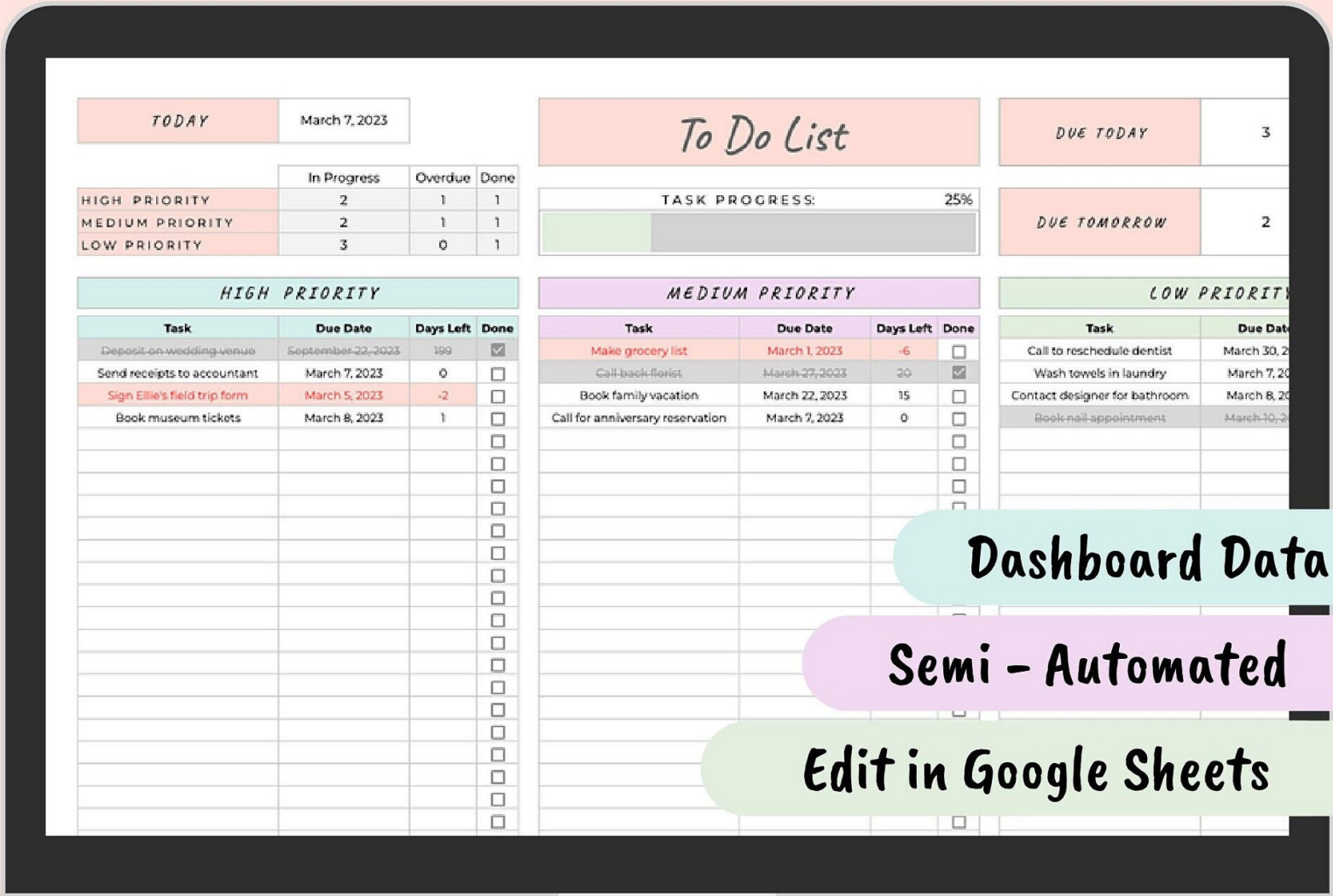
To Do List Tracker

Easy to Edit in Google Sheets



TODAY | March 7, 2023

To Do List

DUE TODAY | 3

DUE TOMORROW | 2

TASK PROGRESS: 25%

	In Progress	Overdue	Done
HIGH PRIORITY	2	1	1
MEDIUM PRIORITY	2	1	1
LOW PRIORITY	3	0	1

HIGH PRIORITY

Task	Due Date	Days Left	Done
~~Deposit on wedding venue~~	~~September 22, 2023~~	~~199~~	☑
Send receipts to accountant	March 7, 2023	0	☐
Sign Ellie's field trip form	March 5, 2023	-2	☐
Book museum tickets	March 8, 2023	1	☐

MEDIUM PRIORITY

Task	Due Date	Days Left	Done
Make grocery list	March 1, 2023	-6	☐
~~Call back florist~~	~~March 27, 2023~~	~~20~~	☑
Book family vacation	March 22, 2023	15	☐
Call for anniversary reservation	March 7, 2023	0	☐

LOW PRIORITY

Task	Due Date
Call to reschedule dentist	March 30, 2
Wash towels in laundry	March 7, 20
Contact designer for bathroom	March 8, 20
~~Book nail appointment~~	~~March 10, 2~~

Dashboard Data

Semi - Automated

Edit in Google Sheets