


| Task | In Progress | Completed | Remarks |
|---|---|---|---|
| Review project proposal | | ✓ | Awaiting feedback |
| Send out meeting invites | | ✓ | |
| Draft budget report | | ✓ | |
| Update client on progress | | ✓ | Client satisfied |
| Order office supplies | | ✓ | Delivery on Friday |
| Check mail | | ✓ | |
| Finalize presentation | | ✓ | |
| Confirm appointments | ✓ | | |
| Organize team-building | ✓ | | |
| Submit monthly expenses | ✓ | | |
| Backup important files | ✓ | | |
| Review project feedback | ✓ | | |
| Update project timeline | ✓ | | |

# FREE CHECKLIST TEMPLATE

Designed for professionals and daily planners alike, this format aids in organizing tasks, tracking progress, and adding remarks.