

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.