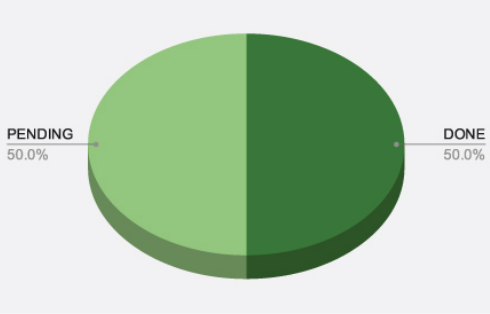
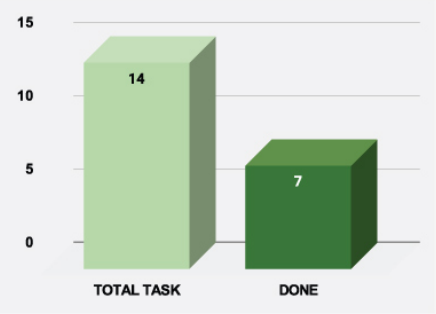
TO DO CHECKLIST TEMPLATE

Streamline tasks with a concise and efficient to-do checklist template.

TO DO CHECKLIST

MONTH:	September
DONE	7
PENDING	7
COMPLETION	50.00%





Task #	Description	Due Date	Priority	Status	COMPLETION
14	Project Report	01-Sep-23	Low	☑	100.00%
15	Client Proposal	02-Sep-23	High	☑	100.00%
16	Meeting with Team A	03-Sep-23	High	☑	100.00%
17	Call Supplier A	04-Sep-23	High	☐	0.00%
18	Review Contracts A	05-Sep-23	High	☐	0.00%
19	Pay Invoices A	06-Sep-23	Medium	☐	0.00%
20	Research New Ideas 1	06-Sep-23	Medium	☑	100.00%
21	Update Website Data	06-Sep-23	Medium	☑	100.00%
22	Schedule Team Assembly	06-Sep-23	Medium	☐	0.00%
23	Attend Seminar	06-Sep-23	Medium	☐	0.00%
24	Client Call	07-Sep-23	Low	☐	0.00%
25	Organize Files Data	07-Sep-23	Low	☑	100.00%
26	Marketing Campaign	07-Sep-23	Low	☑	100.00%
27	Execute Plan	07-Sep-23	Low	☐	0.00%
				☐	