**WEEKLY TASK LIST TEMPLATE for Microsoft Word**

|  |  |
| --- | --- |
| WEEK START DATE | MM/DD/YY |
|  |  |  |  |  |  |
|  | TASK DESCRIPTION | CATEGORY | DATE DUE | STATUS | NOTES |
| **SUN**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **Complete** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **On Hold** |  |
|  |   | MM/DD/YY | **Not Started** |  |
|  |   | MM/DD/YY | **Not Started** |  |
| **MON**MM/DD/YY |  |   | MM/DD/YY | **Complete** |  |
|  |   | MM/DD/YY | **On Hold** |  |
|  |   | MM/DD/YY | **Not Started** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **Complete** |  |
|  |   | MM/DD/YY | **Complete** |  |
| **TUES**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
| **WED**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
| **THUR**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
| **FRI**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
| **SAT**MM/DD/YY |  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |
|  |   | MM/DD/YY | **In Progress** |  |

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