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To-Do List Template

What is To-Do List Template?

A To-Do List Template, also known as a Task List or Action Plan template, is a structured format used to organize and prioritize tasks, projects, or goals into manageable steps. The template helps individuals create a clear plan of action, breaking down large objectives into smaller, actionable tasks.

Typically, a To-Do List Template consists of the following elements:

1. **Task Title:** A brief description of each task.
2. **Priority Level:** An indication of the task's importance and urgency (e.g., High, Medium, Low).
3. **Due Date:** The target completion date for each task.
4. **Status:** A tracking column to mark tasks as:
 - Not Started
 - In Progress
 - Completed
5. **Notes/Comments:** Space for additional information or notes related to each task.

Here's a sample To-Do List Template:

Task Title	Priority Level	Due Date	Status	Notes
—	—	—	—	—
Project Proposal Submission	High	15th Feb	Not Started	Research proposal guidelines
Meeting with John	Medium	20th Feb	In Progress	Discuss project updates
Report Writing	Low	28th Feb	Completed	Finalize report draft

Using a To-Do List Template can help you:

- Clarify your goals and objectives
- Break down complex tasks into manageable steps
- Prioritize tasks based on importance and urgency
- Track progress and stay organized
- Reduce stress and increase productivity

You can create a custom template that suits your needs, or use pre-designed templates available online. Many digital tools, such as Trello, Asana, or Todoist, also offer built-in task list templates to help you get started.

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To-Do List

Date

- **Date:** [Enter Current Date]

High Priority Tasks

- [] Task 1: [Task Description] - **Due Date**
- [] Task 2: [Task Description] - **Due Date**

Medium Priority Tasks

- [] Task 3: [Task Description] - **Due Date**
- [] Task 4: [Task Description] - **Due Date**

Low Priority Tasks

- [] Task 5: [Task Description] - **Due Date**
- [] Task 6: [Task Description] - **Due Date**

Completed Tasks

- [x] Task 7: [Task Description] - **Completion Date**
- [x] Task 8: [Task Description] - **Completion Date**

Notes

- **[Date]:** [Note or update on task status or changes]

Approval

- **Prepared by:** [Your Name]
- **Reviewed by:** [Reviewer's Name]
- **Approved by:** [Approver's Name]
- **Date:** [Approval Date]



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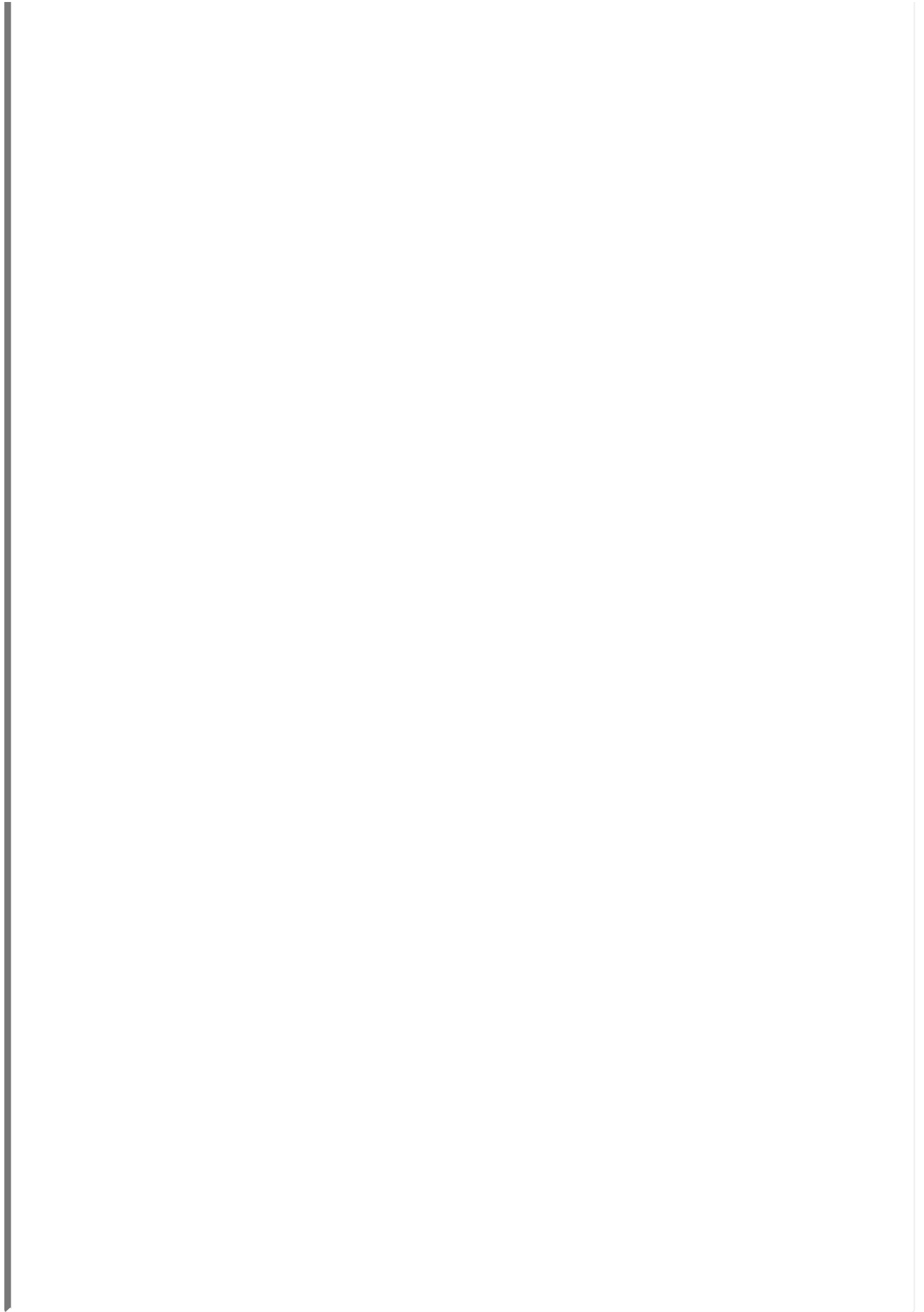
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External links:

- [To-do list templates | Microsoft Create](#) —*microsoft.com*
 - Find customizable list design templates. From shopping lists and reading lists to wish lists and bucket lists, there's a list template perfect for you to customize for your project.
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