**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11833&utm_source=template-word&utm_medium=content&utm_campaign=Prioritized+Task+Checklist-word-11833&lpa=Prioritized+Task+Checklist+word+11833)PRIORITIZED TASK CHECKLIST**

**TEMPLATE for Microsoft Word**

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| **HIGH PRIORITY TASKS** | | DATE DUE | STATUS |
|  | Task 1 | MM/DD/YY | COMPLETE |
|  | Task 2 | MM/DD/YY | ON HOLD |
|  | Task 3 | MM/DD/YY | IN PROGRESS |
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| **MEDIUM PRIORITY TASKS** | | DATE DUE | STATUS |
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| **LOW PRIORITY TASKS** | | DATE DUE | STATUS |
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| **ADDITIONAL TASKS** | | DUE DATE | STATUS |
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