**PRIORITIZED TASK CHECKLIST**

**TEMPLATE for Microsoft Word**

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| --- | --- | --- |
| **HIGH PRIORITY TASKS** | DATE DUE | STATUS |
|[x]  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 |
|[ ]   |   |  |
|[ ]   |   |  |
|[ ]   |   |  |
|[ ]    |   |  |
|[ ]    |   |  |
| **ADDITIONAL TASKS** | DUE DATE | STATUS |
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