

# To-do list

**Name:** To-do List

**Description:** Working on 3-4 projects at a same time? So many things to do and not able to keep track of it? You are boss and want to plan your employees work? Then this file is for you!!

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To-do List 353 downloads

**Screenshot:**

## To-do list

To be completed by: [Name]

Deadline: [Date]

### Project 1

% done	Phase	Due By	Notes
30%	Planning		
75%	Preparation		
50%	Task a		
25%	Task b		
0%	Task c		
0%	Task d		
0%	Paperwork		
0%	Hand-off		
0%	Follow-up		

### Project 2

% done	Phase	Due By	Notes
0%	Planning		
0%	Preparation		

To-do list

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