**Basic Task List Template**

|  |  |
| --- | --- |
| **Name** |  |
| **Done** | **Task** | **Date Due** | **Notes** |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
|  |  |  |  |
| **Name** | **.** |
| **Done** | **Task** | **Date Due** | **Notes** |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
|  |  |  |  |
| **Name** |  |
| **Done** | **Task** | **Date Due** | **Notes** |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
|  |  |  |  |
| **Name** |  |
| **Done** | **Task** | **Date Due** | **Notes** |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |
| Yes / No |  |  |  |

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