**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=8624&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Task+List-word-8624&lpa=Weekly+Task+List+word+8624)Weekly Task List Template**

|  |  |
| --- | --- |
| **Week start date** | Sunday, January XX, 20XX |

| **Day** | **Task Description** | **Category** | **Date Due** | **Status** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| **Sunday** |  |  |  | In Progress |  |
|  |  |  | Completed |  |
|  |  |  | Skip / Hold |  |
| **January XX, 20XX** |  |  |  |  |  |
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|  |  |  |  |  |
| **Monday** |  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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| **Tuesday** |  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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| **Wednesday** |  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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| **Thursday** |  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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| **Friday** |  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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| **Saturday** |  |  |  |  |  |
|  |  |  |  |  |
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| **January XX, 20XX** |  |  |  |  |  |
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