[](http://www.smartsheet.com/try-it?trp=8624&utm_source=integrated+content&utm_campaign=/15-free-task-list-templates&utm_medium=marketing+plan+template&lx=duH1Hj7ptdECV_UaNjYgjA)

**Click here, to e**[**xplore additional templates and resources for free in**](http://www.smartsheet.com/try-it?trp=8623&utm_source=integrated+content&utm_campaign=/15-free-task-list-templates&utm_medium=marketing+plan+template&lx=duH1Hj7ptdECV_UaNjYgjA)

**ACTION ITEM LIST**

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| --- | --- | --- | --- | --- | --- |
| **NO.** | **ACTION DESCRIPTION** | **OWNER** | **DATE ASSIGNED** | **DATE DUE** | **STATUS** |
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