

Current task list:

Task: Provide technical support to John Smith

Priority: High

Due Date: 28 December 2024

Workload: Medium

Client: John Smith

Task: Plan New Year celebrations for Mary Chen and David Chen's visit

Priority: Medium

Due Date: This Weekend (Saturday)

Workload: Large

Client: Mary Chen and David Chen

Task: Review design mockups for Alex Rodriguez

Priority: High

Due Date: 31 December 2024

Workload: Medium

Client: Alex Rodriguez

Task: Provide order status update to Lisa Thompson

Priority: Medium

Due Date: 30 December 2024

Workload: Small

Client: Lisa Thompson

Task: Meet James Wilson for coffee

Priority: Low

Due Date: 4 January 2025

Time: 10 AM

Location: Usual café

Workload: Small

Client: James Wilson