To-do List

Task Overview

Task	To Start	In Progress	Blocked	Done
Add Task 1 here	☑	☑	☑	☐
Add Task 2 here	☑	☐	☑	☐
Add rows as needed	☐	☐	☐	☑

Task Details

Task 1: Add it here

Due Date: MM/DD/YYYY

Description: Add details relevant to the task here.

- You can also break down your task into manageable action items.
- Add more sub-tasks as needed.

Deliverables	Notes and Resources
☑ ~~Add here~~ ☑ ~~Add another~~	Add comments, blockers, images, inspiration, or embeds here
☐ Add here ☐ Add another	Insert text or media here

Task 2: Add it here

Due Date: MM/DD/YYYY

Description: Add details relevant to the task here.

- You can also break down your task into manageable action items.
- Add more sub-tasks as needed.

Deliverables	Notes and Resources
☑ ~~Add a deliverable~~ ☐ Add another	Insert text or media here
☐ Add a deliverable ☐ Add another	Insert text or media here

Milestones and Rewards

- ☐ **30%** of tasks have been started: *Treating myself to a drink.*
- ☐ **50%** of tasks are in progress: *Buying my favorite meal for lunch.*
- ☐ **100%** of tasks are done: *Taking a vacation this weekend!*