



KEEP TRACK: AN OVERVIEW OF EVERYTHING YOU'RE WORKING ON



7/20  
In Progress

5/20  
Done

5/20  
Not Started

3/20  
Overdue

MY PROJECTS AND TASKS

Blog Management		2025-03-18	In Progress	^
Draft Blog Post		2025-03-15	Completed	
Publish Monthly Newsletter		2025-03-18	In Progress	
Feature Development		2025-03-20	In Progress	v

Never Miss a Deadline: Stay on Track with Reminders

🔴 Overdue Tasks

Fix Login Bug is overdue! Due: 2025-03-01  
– Bug reported by multiple users.

Resolve Checkout Error is overdue! Due: 2025-03-02  
– Reported by multiple users.

Resolve Open Tickets is overdue! Due: 2025-03-03  
– High-priority tickets pending.

🟡 Upcoming Deadlines

Send Welcome Emails is due soon! Due: 2025-03-07  
– Waiting for email template.

Update Homepage UI is due soon! Due: 2025-03-10  
– Need feedback from design team.

Schedule Interviews is due soon! Due: 2025-03-12  
– Pending candidate confirmations.

Conduct Market Survey is due soon! Due: 2025-03-14  
– Survey responses coming in.

Draft Blog Post is due soon! Due: 2025-03-15  
– Awaiting SEO review.

Implement Dark Mode is due soon! Due: 2025-03-17  
– UI components ready.

Publish Monthly Newsletter is due soon! Due: 2025-03-18  
– Needs final proofread.

Prepare Quarterly Report is due soon! Due: 2025-03-21  
– Need data from all departments.

Approve Budget Allocations is due soon! Due: 2025-03-22  
– Waiting for finance team input.



# Organize Your Work, Start with a Project, and Break It into Tasks

 Add Project

Project Title

Due Date



Reminder Date



Status

Completed

In Progress

Not Started

Push

Cancel

Feature Development

2025-03-20

In Progress 

Sale Report

2025-03-25

Not Started 

Finalize Q1 Analysis

2025-03-15

Not Started

Task Title

Due Date (mm/dd/yy)

Reminder Date(mm/dd/yy)

Note

Status

Completed


In Progress

Not Started



Research Project

2025-04-1




















Not Started 



Logo

All

Q search

#	Project	Task	Status	Due Date	Reminder Date	Note		
1	Website Redesign	Update Homepage UI	In Progress	2025-03-10	2025-03-08	Need feedback from design team		
2	Marketing Campaign	Schedule Social Media Ads	Completed	2025-02-28	2025-02-25	Ads are running successfully		
3	App Development	Fix Login Bug	Overdue	2025-03-01	2025-02-28	Bug reported by multiple users		
4	Content Writing	Draft Blog Post	In Progress	2025-03-15	2025-03-12	Awaiting SEO review		
5	Sales Report	Finalize Q1 Analysis	Not Started	2025-03-20	2025-03-18	Need approval from manager		
6	Client Onboarding	Send Welcome Emails	In Progress	2025-03-07	2025-03-05	Waiting for email template		
7	Product Launch	Test Payment Gateway	Completed	2025-03-02	2025-02-29	No issues found in test		
8	HR Management	Schedule Interviews	In Progress	2025-03-12	2025-03-10	Pending candidate confirmations		
9	Software Update	Deploy New API	Not Started	2025-03-25	2025-03-23	Waiting for final testing		
10	Customer Support	Resolve Open Tickets	Overdue	2025-03-03	2025-03-01	High-priority tickets pending		
11	Blog Management	Publish Monthly Newsletter	In Progress	2025-03-18	2025-03-16	Needs final proofread		
12	Finance Review	Approve Budget Allocations	Not Started	2025-03-22	2025-03-20	Waiting for finance team input		
13	Training Program	Develop Course Material	In Progress	2025-03-30	2025-03-28	Content still in draft phase		
14	Social Media	Design Instagram Posts	Completed	2025-03-05	2025-03-03	Posts scheduled for next week		
15	Bug Fixing	Resolve Checkout Error	Overdue	2025-03-02	2025-02-28	Reported by multiple users		
16	Research Project	Conduct Market Survey	In Progress	2025-03-14	2025-03-12	Survey responses coming in		
17	E-commerce	Update Product Listings	Completed	2025-03-06	2025-03-04	New images uploaded		
18	Compliance Check	Review Legal Documents	Not Started	2025-03-28	2025-03-26	Need input from legal team		
19	Feature Development	Implement Dark Mode	In Progress	2025-03-17	2025-03-15	UI components ready		
20	Internal Meeting	Prepare Quarterly Report	Not Started	2025-03-21	2025-03-19	Need data from all departments	