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

7/20
In
Progress

5/20
Completed

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	∨

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: 2025-03-1
— 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.

Button

Logo

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

ADD TASK

multi-select control label

| Website Redesign |
| Marketing Campaign |
| App Development |

Task Title

Due Date [/ /] 📅

Note or Comment

Reminder Date [/ /] 📅

Status

| Completed |
| In Progress |
| Not Started |

Push

All ▼

🔍 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	✏️	🗑️