

Project To-do list

Head of Project: [Name] - Deadline: [Date]

status	1st Project	Due By	Notes
✓	Task 1		
✓	Task 2		
✓	Task 3		
✓	Task 4		
	Task 5		
	Task 6		
	Task 7		
	Task 8		
	Task 9		

status	2nd Project	Due By	Notes
✓	Task 1		
✓	Task 2		
✓	Task 3		
✓	Task 4		
	Task 5		
	Task 6		
	Task 7		
	Task 8		
	Task 9		

status	3rd Project	Due By	Notes
✓	Task 1		
✓	Task 2		
✓	Task 3		
✓	Task 4		
	Task 5		
	Task 6		
	Task 7		
	Task 8		
	Task 9		