|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM** | **TO-DO ITEMS** | **DEADLINE** | **STATUS** | **FINISHED BEFORE DEADLINE** |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |
|  |  |  |  |[ ]  Yes |[ ]  No |