Action Time To-Do List

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **#ITEM** | **TO-DO ITEMS** | **PRIORITY LEVEL** | **ASSIGNEE** | **ASSIGNED** | **DUE** | **PROGRESS****STATUS** | **COMPLETED** |
| **1** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **2** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **3** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **4** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **5** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **6** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **7** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **8** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **9** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **10** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **11** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **12** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **13** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **14** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|
| **15** |  | * Low
* Medium
* High
 |  |  |  | * 25%,
* 50%,
* 75%,
 |  |
|