**[](https://www.smartsheet.com/try-it?trp=11833&utm_source=template-word&utm_medium=content&utm_campaign=Task+Tracker-word-11833&lpa=Task+Tracker+word+11833)TASK TRACKER TEMPLATE for Microsoft Word**

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| TASK TITLE | STATUS | PRIORITY | START DATE | DUE DATE | PERCENTAGE OF TASK COMPLETE | COMMENTS |
| Task 1 |  | Medium | MM/DD/YY | MM/DD/YY | **0%** |  |
| Task 2 |  | High | MM/DD/YY | MM/DD/YY | **0%** |  |
| Task 3 |  | High | MM/DD/YY | MM/DD/YY | **0%** |  |
| Task 4 |  | High | MM/DD/YY | MM/DD/YY | **0%** |  |
| Task 5 |  | Medium | MM/DD/YY | MM/DD/YY | **0%** |  |
| Task 6 |  | Low | MM/DD/YY | MM/DD/YY | **0%** |  |
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