**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 |[x]  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 |[x]  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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