**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11833&utm_source=template-word&utm_medium=content&utm_campaign=Weekly+Task+List-word-11833&lpa=Weekly+Task+List+word+11833)WEEKLY TASK LIST TEMPLATE for Microsoft Word**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| WEEK START DATE | | MM/DD/YY | | | |
|  |  |  |  |  |  |
|  | TASK DESCRIPTION | CATEGORY | DATE DUE | STATUS | NOTES |
| **SUN**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **On Hold** |  |
|  |  | MM/DD/YY | **Not Started** |  |
|  |  | MM/DD/YY | **Not Started** |  |
| **MON**  MM/DD/YY |  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **On Hold** |  |
|  |  | MM/DD/YY | **Not Started** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **Complete** |  |
|  |  | MM/DD/YY | **Complete** |  |
| **TUES**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
| **WED**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
| **THUR**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
| **FRI**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
| **SAT**  MM/DD/YY |  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |
|  |  | MM/DD/YY | **In Progress** |  |

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