PROJECT CHECKLIST

PROJECT _____ **OWNER (OPTIONAL)** _____ **TARGET DATE** _____

DONE	TASK / NOTES	OWNER	DUE	STATUS
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			
☐	_____	_____	_____	_____
	Notes: _____			

HOW TO USE

Write one action per row. Tick Done only when the action is complete.

For a new run, print a fresh blank copy; this PDF has no digital form fields.