Work To-Do List

One row per task. Every task gets an owner, a date, and a next status.

Week of _____

Done	Task (start with a verb)	Owner / stakeholder	Due	Priority	Status	Notes / next step
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Status key: Not started · In progress · Waiting (on someone) · Blocked (on something) · Done · Parked (not this week)

Priority: High = a date or a person depends on it this week · Medium = this week, flexible · Low = can wait