**Task Tracker Template**

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**About This Template:**

Below, you’ll find a sample task tracker template, complete with example tasks, to help you manage work efficiently. While this version is formatted in Word, feel free to customize it to fit your team, project, or personal workflow. You can build it out in Excel or Google Sheets or use the headings and examples here to guide a paper-based system. Consider expanding the template with features like a “Last Updated” column or color-coding for deadlines and priorities to make it even more powerful.

**Instructions:**

***Step 1: Assign a Task ID***

Each task should have a unique **Task ID** to make it easier to track and reference. For example: T001, T002, etc.

***Step 2: Define the Task Description***

Provide a clear and concise **description** of the task. This helps the team understand what needs to be done.

***Step 3: Assign Ownership***

**Assign** the task to a team member. This ensures accountability for completion. Make sure the person assigned understands the task's scope.

***Step 4: Set the Priority***

Select the **priority** level for the task:

* **High (H)** – Critical task that must be completed urgently.
* **Medium (M)** – Important task that needs attention soon.
* **Low (L)** – Non-urgent task that can be scheduled later.

***Step 5: Set the Start and Due Dates***

Define the **start date** (when the task will begin) and the **due date** (the target completion date). This helps with scheduling and tracking deadlines.

***Step 6: Choose the Task Status***

Identify the current **status** of the task:

* **Not Started** – Task has not begun.
* **In Progress** – Task is currently being worked on.
* **On Hold** – Task is temporarily paused.
* **At Risk** – Task is at risk of being delayed or is currently delayed.
* **Completed** – Task is finished.
* **Canceled** – Task is no longer needed.

***Step 7: Add Notes***

Provide any additional information, updates, or context about the task in the **Notes** section. This is helpful for tracking dependencies, blockers, or important context.

***Step 8: Regularly Monitor & Review Task Progress***

Periodically review the task tracker to ensure tasks are on track and progressing as planned. Update the priority and status as needed to reflect any changes in the project urgency or timeline. Identify any blockers that may be hindering progress and take action accordingly.

**Task Tracker Template**

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| **Task ID** | **Task Description** | **Assigned To** | **Priority (H/M/L)** | **Start Date** | **Due Date** | **Status** | **Notes** |
| **ExampleT001** | Schedule quarterly board meeting | Lydia Smith | High | 04/01/2025 | 04/15/2025 | In Progress | Waiting on final date confirmation from Chair |
| **Example T002** | Order office supplies for Q2 | Jordan Rivera | Medium | 03/20/2025 | 4/30/2025 | Not Started | Will review inventory before placing order |
| **Your turn!** |  |  |  |  |  |  |  |