

# DAILY TASK TRACKER

	Daily Task	Priority	Deadline	Completion Status (Completed, Pending, Not done)	Reason (for pending and not done)
1.					
2.					
3.					
4.					
5.					

\*Priority - *Needs to be done today;*

*Should be completed today;*

*Doesn't need to be done today;*

*Can be delegated to others*