



Task Management Checklist For Managers

Prepared by: [Your Name]

Company: [Your Company Name]

Date: [Date]

Task List and Status

Task Description	Assigned To	Due Date	Status	Notes/Comments
Develop Q1 Marketing Strategy	Rocky Orn	January 15, 2050	<input type="checkbox"/>	Align strategy with new product launch. Schedule team meeting.
Conduct Team Performance Reviews	Maria Turner	February 20, 2050	<input type="checkbox"/>	Ensure all team members complete self-assessments.
Launch Employee Training Program	Jewell Ward	March 5, 2050	<input type="checkbox"/>	Focus on leadership skills and project management.
Upgrade IT Infrastructure	Lawrence Orn	April 4, 2050	<input type="checkbox"/>	Evaluate current systems and propose necessary upgrades.
Finalize Annual Budget Proposal	Clint Renner	May 1, 2050	<input type="checkbox"/>	Include projections for the next fiscal year and potential cost-saving measures.
Client Satisfaction Survey Analysis	Elvie Block	May 20, 2050	<input type="checkbox"/>	Review feedback from last quarter's survey. Prepare a presentation for the next board meeting.
Plan Summer Team Building	Lester Nolan	June 15, 2050	<input type="checkbox"/>	Explore venues and activities that encourage collaboration.

Checklist Management The Eighthour Manager

JA Banks



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