

Monthly Task Organizer

Month:

January

Task	Assigned To	Due Date	Status	Notes
Prepare Monthly Report	Sophia	2024-06-10	In Progress	
Team Meeting	All	2024-06-12	Scheduled	
Client Feedback Review	David	2024-06-15	Pending	
Update Website	Emily	2024-06-18	Not Started	
Budget Planning	Liam	2024-06-25	Completed	