

# Task management



When date arrives and  
only if status is done  
notify owner

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This week

To do	In progress	In review	Done
<p>Renew budget proposal</p> <p>High   Draft</p> <p>👤 📅 🔄 🗑️</p>	<p>Update marketing plan</p> <p>Medium   Brief</p> <p>👤 📅 🔄 🗑️</p>	<p>Brand sync</p> <p>High   Meeting</p> <p>👤 📅 🔄 🗑️</p>	<p>Fix drop-down menu</p> <p>Medium   Website</p> <p>👤 📅 🔄 🗑️</p>
<p>Plan Q kickoff</p> <p>Medium   Event</p> <p>👤 📅 🔄 🗑️</p>	<p>New design flow</p> <p>Low   Strategy</p> <p>👤 📅 🔄 🗑️</p>	<p>LP mini-site</p> <p>High   Website</p> <p>👤 📅 🔄 🗑️</p>	<p>Use fasting menu</p> <p>Done</p> <p>+ Add new subitem...</p>
	<p>Integrate Figma</p> <p>Ready to start</p>		<p>Newsletter template</p> <p>Medium   Email</p>

# Management Task

**Richard Bailey**



**Management Task:**

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