WORKFLOW & TASK TRACKER

WHY THIS TOOL MATTERS?

A **Workflow & Task Tracker** helps teams and individuals stay organised, focused, and aligned while working on projects or daily responsibilities. It **organises day-to-day tasks and improves coordination**, ensuring that everyone knows what needs to be done, by whom, and by when. For young students, youth groups, and NGO teams, this tool supports clearer communication, reduces confusion, and makes it easier to see progress step by step. By listing all tasks, assigning them to team members, and tracking progress through status updates, the tool creates transparency and helps projects run smoothly from start to finish.

HOW TO USE IT?

1. **List all tasks**
   Identify everything that needs to be done—small tasks, big tasks, deadlines, and responsibilities.
2. **Assign each task**
   Decide who is responsible for each item. Make sure responsibilities are clear and realistic.
3. **Add deadlines and priorities**
   Define when tasks should be completed and which ones are the most urgent.

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4. **Track progress with status updates**
   Use simple labels (e.g., *Not Started*, *In Progress*, *Completed*, *Blocked*) to show the current stage.
5. Review and adjust regularly
   Meet weekly or daily to review progress, update statuses, identify issues, and redistribute tasks if needed.
6. **Celebrate completed tasks**
   Seeing progress helps motivate teams and maintain momentum.

TIPS

Editable Template – Workflow & Task Tracker Table
You can copy and paste this into Google Docs, Excel, Notion, Trello, or any project management space.

Task	Assigned To	Priority	Deadline	Status	Notes
		Low / Medium / High		Not Started / In Progress / Completed / Blocked	

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Checklist Version

Before starting:

- Have we listed all tasks?
- Are responsibilities clear?
- Are deadlines realistic?
- Have we defined priority levels?

During the project:

- Are status updates frequent?
- Are blocked tasks identified quickly?
- Do team members know their next steps?

After completion:

- Have all tasks been reviewed?
- Have lessons learned been recorded?

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