

## CEO Mindset© Task Management Log

**Directions:** List the tasks, then identify who is responsible for overseeing the task (you or designated team member), accountability check-ins and the deadlines. *Aim for no more than 5 high priority tasks per week.* At the end of each week, review your tasks and move to appropriate column.

Task	Responsible Person	Check In	This week	Next week	End of Month	Completed (✓)
<i>Example: Meet Tuesday at 9am with sales team about new product</i>	Me		✓			
<b>Task:</b>						
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