

## To Do List

Project: [Project Name]

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## To Do List Template

| Project / Task | Status         | Priority | PICK              | Due Date                                                                                  | Owner | Notes                                                                       |
|----------------|----------------|----------|-------------------|-------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------|
| Task Name 1    | Planning       | high     | Easy / Low Value  |  11/5/24 | Jack  | Some notes about Task 1                                                     |
| Task Name 2    | Approved       | normal   | Easy / High Value | 11/1/24                                                                                   | Jill  | Some notes about Task 2<br>that are long enough to span two different lines |
| Task Name 3    | Pending Review | low      | Hard / Low Value  |  11/3/24 |       |                                                                             |
| Task Name 4    | Completed      | normal   |                   | 1/1/17                                                                                    |       |                                                                             |

| Status           | Priority | PICK              |
|------------------|----------|-------------------|
| -                | -        | -                 |
| Planning         | high     | Easy / Low Value  |
| Pending Approval | normal   | Easy / High Value |
| Approved         | low      | Hard / High Value |
| In Progress      |          | Hard / Low Value  |
| Pending Review   |          |                   |
| On Hold          |          |                   |
| Completed        |          |                   |

Edit these lists to cha  
shows up within the d  
lists in the To Do List

nge what  
lrop-down  
table.

## About

This to-do list was designed to be easy to customize. You can insert and delete columns as needed. To add more rows, just drag the table's drag handle in the lower right corner of the table.

Use the Lists worksheet to change what shows up in the drop-down lists in the Status, Priority, and PICK columns.

See the references below for more information about creating drop-down lists with data validation and named ranges.

## Conditional Formatting

The Priority and Due Date columns use conditional formatting to highlight specific values. If you change the items in the Priority list, then you may need to edit the conditional formatting rule(s) as well.

When you select "Completed" from the status column, a conditional formatting rule makes the font in that row gray.

In the ToDoList worksheet, go to Conditional Formatting > Manage Rules and select "This Worksheet" to see and edit the rules.

## PICK

The PICK column can be used to help you indicate the Difficulty (easy or hard) and Payoff Value (low or high) for a particular task. You can delete this column if you don't want to use it.

See the PICK Chart page on Vertex42.com for more information about this method.

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Do not delete this Help worksheet. If necessary, you may hide it by right-clicking on the Help tab and selecting Hide.

### Additional Help

The link at the top of this worksheet will take you to the web page on vertex42.com that talks about this template.

### REFERENCES

#### TIPS

[Vertex42.com: Spreadsheet Tips Workbook](#)

#### ARTICLE

[Vertex42.com: PICK Chart](#)

#### ARTICLE

[Vertex42.com: Creating a Drop Down List via Data Validation](#)

#### ARTICLE

[Vertex42.com: Dynamic Named Ranges](#)

*Why this spreadsheet cannot be edited in Office for iPhone*

- This worksheet uses the OFFSET function for dynamic named ranges (work around: change the ranges to simple range references)
- Table formatting is not preserved, and you cannot edit values within Tables (work around: convert the Tables to ranges)
- Conditional Formatting is not shown when viewing on the iPhone