Task Assignment Sheet

List each task to be done, who is responsible for completing it, and a deadline for completion. Then list action steps that need to be done to complete the task.

Task to be completed	Who's doing it?	By when?
❑ _____		
Action steps needed to complete this task:		
1. _____		
2. _____		
3. _____		
4. _____		
❑ _____		
Action steps needed to complete this task:		
1. _____		
2. _____		
3. _____		
4. _____		
❑ _____		
Action steps needed to complete this task:		
1. _____		
2. _____		
3. _____		
4. _____		
❑ _____		
Action steps needed to complete this task:		
1. _____		
2. _____		
3. _____		
4. _____		