**WEEKLY TASK EXECUTION TRACKER**

This tracker is designed for Nigerian SMEs to monitor weekly task execution across departments or teams. It provides clarity on responsibilities, deadlines, and accountability in a structured layout that promotes efficiency and transparency.

Instructions:

Use this template every week to assign, monitor, and review tasks. Each entry should be filled out by the team lead or supervisor. Ensure comments are documented for follow-up and accountability.

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| **Week Starting** | **Task Description** | **Assigned To** | **Department** | **Start Date** | **Deadline** | **Status (Not Started/In Progress/Completed)** | **Comments/Follow-up** |
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**Sign-Off Section**

Reviewed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_