**Multi-step To-do List Template**

*Note: Click on “No Step” -> Click on the drop-down menu icon and select the option.*

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| --- | --- | --- | --- |
| **Project Name:** |  | **Date:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Task Name** | **Step** | **Deadline** |  | **Annotation:** |
| **1** |  | No Step |  |  | **Step 1:** |
| **2** |  | No Step |  |  | **Step 2:** |
| **3** |  | No Step |  |  | **Step 3:** |
| **4** |  | No Step |  |  | **Step 4:** |
| **5** |  | No Step |  |  | **Step 5:** |
| **6** |  | No Step |  |  |  |
| **7** |  | No Step |  |  |  |
| **8** |  | No Step |  |  |  |
| **9** |  | No Step |  |  |  |
| **10** |  | No Step |  |  |  |
| **11** |  | No Step |  |  |  |
| **12** |  | No Step |  |  |  |
| **13** |  | No Step |  |  |  |
| **14** |  | No Step |  |  |  |

Manage your to-dos with **[Upbase](https://upbase.io/)**