HABIT DASHBOARD GUIDE

4.0 - 2/3/2024

Spreadsheets Reimagined

SpreadWiseCo™

BUILT WITH MICROSOFT EXCEL

These tools are designed to be easy to use, with minimal inputs from you, and many outputs from us. Follow each tool guide closely. There are normally only a few true steps within the guide, but the rest is information to help you along the way.

GUIDE LEGEND

GUIDE POINTERS

NEED TO KNOW

NICE TO KNOW

FOR THOSE READY TO JUMP IN QUICKLY

SK YOU CAN SKIP AND COME BACK :)

DSK DON'T SKIP!

USER INPUTS

INPUT BOX

DROP DOWN MENU

REVISION INFORMATION

Habit Dashboard Revision: 4.0

PASSWORD

- Tabs are locked to prevent accidental formula errors. Password: "swc"
- Use with discretion. Formulas and setups are extremely complex.

THIS JOURNEY BEGINS BY SETTING UP THE DASHBOARD INPUTS FOR YOUR PARTICULAR HABITS

DASHBOARD INPUTS

SET HABIT LIST NAME	OPTIONAL IDENTIFIER
Improve My Health	

HABIT CODES (USE SINGLE LETTERS)	
Completed	C
Skipped	S
Some Completion	H
Didn't Complete	D

HABIT LIST
8 Cups of water
30 min walk
Habit 3
Habit 4
Habit 5
Habit 6
Habit 7
Habit 8
Habit 9
Habit 10
Habit 11
Habit 12
Habit 13
Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

DSK

SET YOUR HABIT LIST NAME

SET YOUR LIST IDENTIFIER
- THIS IS OPTIONAL.
- COULD BE USED TO SEPARATE DIFFERENT LISTS WITH SIMILAR GOALS

- CHOOSE UP TO 5 TRACKING CODES YOU PLAN TO USE.
  - MAKE SURE THE CODE IS A SINGLE LETTER!

DASHBOARD INPUTS

SET HABIT LIST NAME	OPTIONAL IDENTIFIER
Improve My Health	

HABIT CODES (USE SINGLE LETTERS)	
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Habit 3
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Habit 6
Habit 7
Habit 8
Habit 9
Habit 10
Habit 11
Habit 12
Habit 13
Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

DSK

DASHBOARD INPUTS

SET YOUR HABIT LIST. THIS WILL SUPPORT UP TO 20.

SET HABIT LIST NAME	OPTIONAL IDENTIFIER
Improve My Health	

HABIT CODES (USE SINGLE LETTERS)	
Completed	C
Skipped	S
Some Completion	H
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HABIT LIST
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Habit 14
Habit 15
Habit 16
Habit 17
Habit 18
Habit 19
Habit 20

4 - HABIT TRACKING TABS

THE HEADER AUTO POPULATES WITH THE MONTH AND THE HABIT LIST DETAILS
** THIS IS GREAT IF YOU PRINT THE SHEETS AND DON'T WANT TO LOSE TRACK OF WHAT YOU'RE LOOKING AT.

- FOR EACH TAB, YOU WILL NEED TO SET THE FIRST DAY OF THE MONTH
  - WHY? WE SET IT THIS WAY SO THE FILE WORKS ACROSS DIFFERENT YEARS!

Habit Tracker - August - Improve My Health - 0

| FIRST DAY OF MONTH | 8/1/23 | HABIT LIST | Improve My Health | IDENTIFIER | 0.0 |

August

Habits	Habit Tracking Entries
8 Cups of water	C C C C C C C C C C C C C C C C C C C C C C C
30 min walk	C C C C C C C C C C C C C C S C S S S
Habit 3	
Habit 4	

Built With **Microsoft Excel** — **NOT** Optimized For Use With **Google Sheets** — SpreadWiseCo

5 - HABIT TRACKING TABS

ADD IN THE LETTER CODES NEEDED AS YOU GO THROUGH THE MONTH. THE DASHBOARD WILL COMPILE THIS INTO YOUR DASHBOARD TABLE.

***THE LETTER CODES USED HERE NEED TO MATCH WHAT YOU PROVIDED IN THE DASHBOARD INPUTS TAB!

Habit Tracker - August - Improve My Health - 0

| FIRST DAY OF MONTH | 8/1/23 | HABIT LIST | Improve My Health | IDENTIFIER | 0.0 |

August

Habits	Habit Tracking Entries (August 1 – September 1, 2023)																															
8 Cups of water	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C										
30 min walk	C	C	C	C	C	C	C	C	C	C	C	C	C	C	S	C	S	S	S													
Habit 3																																
Habit 4																																

FORMATTED FOR A LETTER SIZED SHEET!

Print

Printer: Canon TS6100 series

Presets: Default Settings

Copies: 1   ☐ Black & White   ☑ Two-Sided

Pages: ● All
       ○ From: 1   to: 1

Paper Size: US Letter 8.50 by 11.00 inches

Excel

☑ Collate pages

Print: Active Sheets

Margins: Narrow Margins

Orientation: Portrait

☑ Scale to fit:

1 pages wide by 0 pages tall

1 of 1

?   Hide Details   PDF ⌄   Cancel   Print

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