

Use the “**Spreadsheet schedule template**” to create your own schedule, fix all plans within one week.

The table has 2 main settings:

**Start time:**

**End time:**

- “**Start time**” - the start time of your day, your schedule, or first plans for the day  
- you can select it from the drop-down list in one-hour increments;
- “**End time**” - end time of your active day - also select from the drop-down list in one-hour increments.

**time:**

12:00 AM

1:00 AM

2:00 AM

3:00 AM

4:00 AM

5:00 AM

6:00 AM

7:00 AM

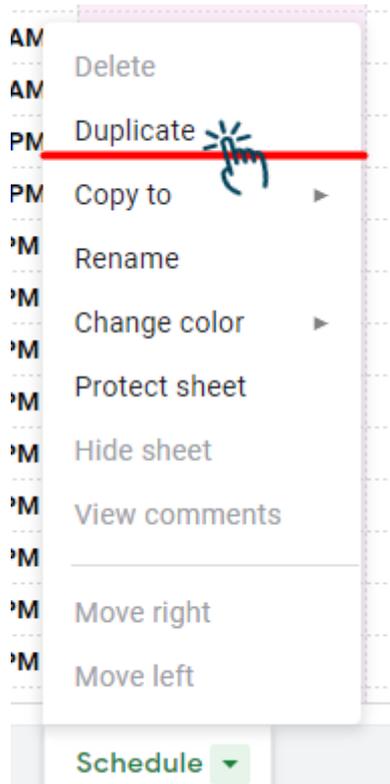
8:00 AM

9:00 AM

The table is made for 7 days of the week: from Monday till Sunday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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To add a next week’s schedule, you need to create an additional tab. To do this, go down the page and find the active sheet, originally called “**Schedule**”. Click on the sheet name with the right mouse button and select “**Duplicate**”. This way you will create a new sheet. You can rename the sheets by date. To do this, in the same on the sheet menu select the “**Rename**” option.



In the “Time” column on the left side of the table, the time for entering the schedule point will be displayed in half-hour increments. The start and end time of the day in the table is the time you selected from the drop-down lists, see above.

Depending on the entered time of the beginning and end of the day in the head of the table, the working range of the table will automatically increase or decrease.

**Important!** If you have already selected the start and end time of the day in the table header and filled in the schedule, do not change the selected time on this tab, because the schedule will fail (the tasks will not remain time-bound) and you will have to manually transfer the tasks that have already been entered.