Using the Tracker

1. Open spreadsheet in excel. If you don’t have excel, this spreadsheet will likely not work for you. I don’t know if it works with the MAC version of Excel, but I believe it will.
2. Once open, click File🡪Save As to save a copy of the file to your documents. I recommend you do this twice. First to save a master copy and second to save your working copy.
3. Once you have saved, you can begin using. There are only two columns on this spreadsheet that you need to populate. The first is highlighted in blue and called End Page #. When you finish writing, enter the page number you are on. (Note, you are not entering the number of pages you have written. The spreadsheet calculates this for you).
4. Once you have entered the page number, move to the second highlighted column and enter the # of words you have written in total. (Note, again, you are not entering the word count for the day, but the total number of words. The spreadsheet will calculate for you how many you have written that day).
5. The spreadsheet is based on 3 pages a day as a goal and 5 pages a day as a stretch goal. If you would like to change this number, you must go into the formula and adjust that number. If you are familiar with Excel, this will be fairly straightforward—just change the number in the formula =(C3-B3) which begins in ROW 3, cell D3. Ditto for . If not, let me know and I’ll adjust the number for you. It’s easy peasy when you know how to do it, so it will only take me a second to do and I don’t mind, so please ask rather than struggle or be frustrated. ☺
6. Let me know how I can help you! Good luck and may the words flow and the pages accumulate.

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