



Google Sheets: Tackle tasks as a team

You just got an important assignment for your team with an aggressive deadline. You need a quick way to divide the work, assign tasks, and track completion. When you need to keep track of this information with your team, Google Sheets gives you one place where you can store and share it in real time. You won't have to waste a second working with multiple versions of the same information or managing updates you get via email. Because you edit the Google Sheet together, everyone can stay updated on the project's progress.

	A	B	C	D	E	F
1	Task	Owner	Due Date	Status	Comments	
2	Identify training audience	Benito	3-Sep	Complete		
3	Conduct training needs analysis	Sondra	3-Sep	In progress		
4	Identify training reviewers	Benito	3-Sep	In progress		
5	Create training curriculum	Sondra	10-Sep	In progress		
6	Design course outlines	Cassy	10-Sep	In progress		
7	Review course outlines	Cassy	10-Sep	In progress		
8	Develop course materials	Cassy	17-Sep	In progress		
9	Review course materials	Cassy	17-Sep	In progress		
10	Create training survey	Sondra	24-Sep	In progress		
11	Schedule training	Gavin	24-Sep	Not started		
12	Send training reminder	Gavin	30-Sep	Not started		
13	Conduct training	Cassy	1-Oct	Not started		
14						

Sondra Jenkins

+ben@solarmora.com I thought this was complete. Can you update it?

Your +mention will add people to this post and send an email.

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Starting your plan

Creating a Google Sheet for your project

1. Access your Google Drive at drive.google.com.
2. Click **New > Google Sheets**.
3. Click **Untitled spreadsheet** and type a new title.
4. Label the columns in the sheet based on the information you want to track with your team. For example, you might track the tasks for a project and include columns for each tasks' owner, due date, status, and comments.

	A	B	C	D	E
1	Project Tasks	Owner	Due Date	Status	Comments
2					
3					
4					
5					



Check out the [Google Drive template gallery](#) for more inspiration on structuring your sheet.

- Now comes the more challenging part. Fill in your sheet by typing information in the cells based on how you want to structure your work. Your approach might change based on the type of work you do. This example involves creating a training program.

	A	B	C	D	E
1	Project Tasks	Owner	Due Date	Status	Comments
2	Identify training audience	Benito	3-Sep		
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4	Identify training reviewers	Benito	3-Sep		
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Adding drop-down lists

Make updates easier for your team by including drop-down menus in your sheet. It's best add drop-down menus where you want consistent information entered. This example shows how to add a drop-down menu to the status column of the sheet so the statuses entered are consistent.

- Select the cells where you'd like to add a drop-down list.
- Click **Data > Validation**.
- Select **List of items** in the **Criteria** field.

Data validation

Cell range: Sheet1!A4:A9

Criteria: List of items

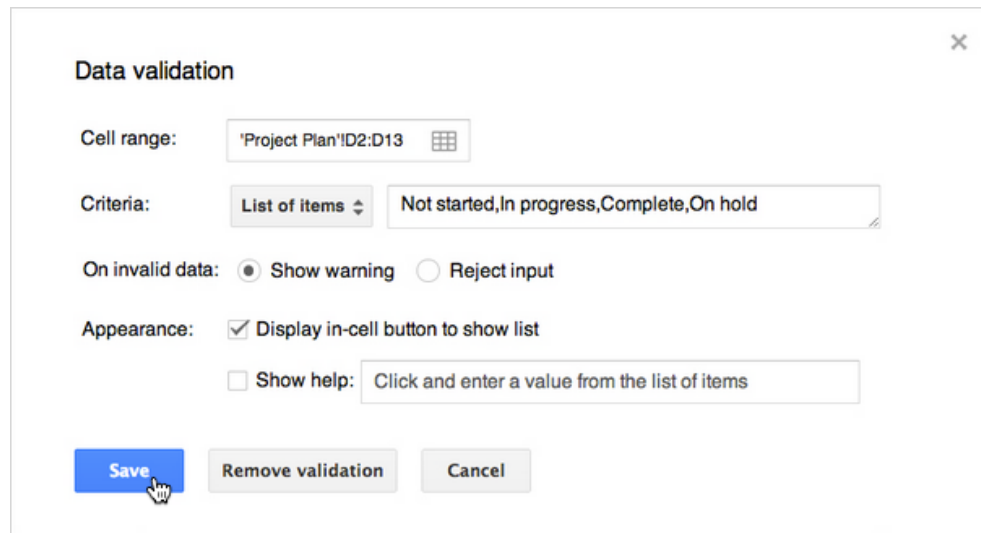
On invalid data:

Appearance:

from range [Reset](#)

[Save](#) [Remove validation](#) [Cancel](#)

- Type the items for your drop-down menu in the **List of items** field adding a comma between each item.
- Click **Save**.



The screenshot shows the 'Data validation' dialog box in Google Sheets. The 'Cell range' is set to 'Project Plan!D2:D13'. The 'Criteria' is set to 'List of items' with the values 'Not started, In progress, Complete, On hold'. The 'On invalid data' options are 'Show warning' (selected) and 'Reject input'. The 'Appearance' section has 'Display in-cell button to show list' checked and 'Show help' unchecked. The 'Save' button is highlighted with a mouse cursor.

Data validation

Cell range: 'Project Plan!D2:D13'

Criteria: List of items Not started, In progress, Complete, On hold

On invalid data: ☒ Show warning ☐ Reject input

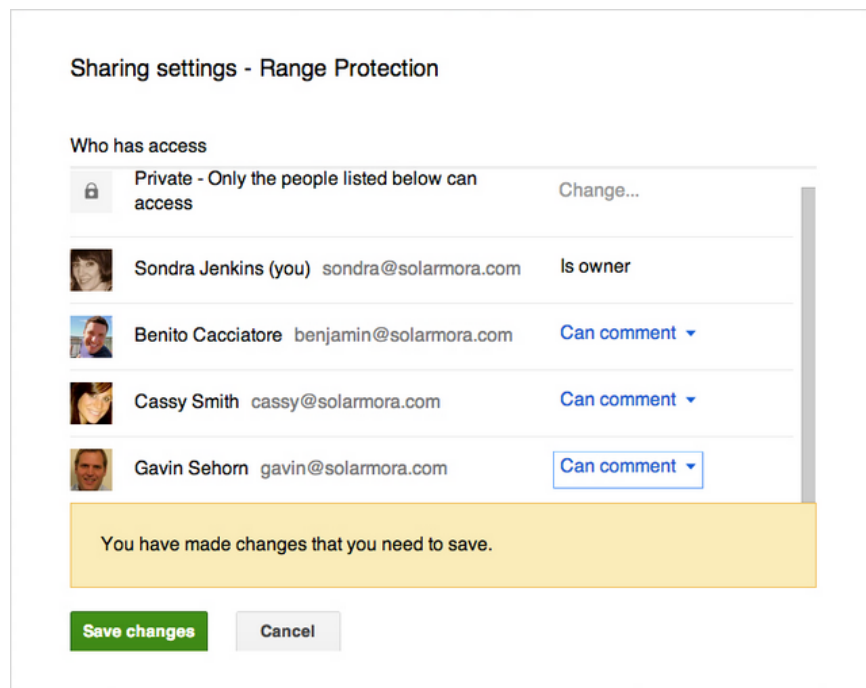
Appearance: ☒ Display in-cell button to show list
☐ Show help: Click and enter a value from the list of items

Save Remove validation Cancel

Protecting parts of your sheet

Sometimes you don't want your team to edit parts of your sheet. You can make certain cells or ranges protected so they can't be edited.

1. Select the cells to be protected.
2. Click **Data > Protected sheets and ranges**.
3. Select the **Protect** box.
4. Click **Done**.
5. In the **Share settings - Range Protection** window, you can specify if people with whom you shared the sheet can edit or just comment.
6. Select **Can Comment** for people you don't want to edit that range.
7. Click **Save Changes**.



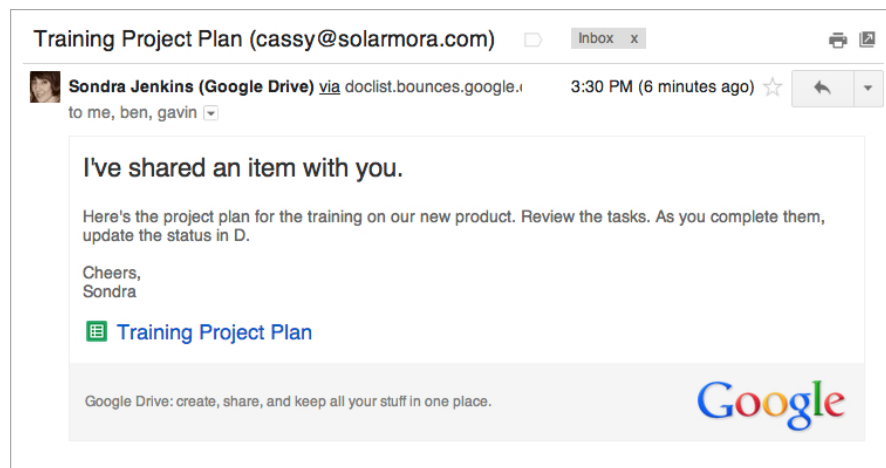
Note: If you haven't given others edit access, you won't see anyone else listed in the Share settings **Share settings - Range Protection** window.

Launching it with your team

Notifying your team

Now that you've set up a sheet to track your team's work, you need to notify your team so they can start using that sheet. In Google Sheets, you can notify your team without working in your inbox.

1. Click **Share**.
2. Type the name of the people you'd like to review the document.
3. Type a short note requesting feedback.
4. Click **Send**.



Adding comments

You can also notify your team with comments in Google Sheets. Comments work the same way they do in Google Docs or Google Slides.

1. Highlight or select the cell or range where you want to add a comment.
2. Click **Comments > Comment**.



You can use the keyboard shortcut **Ctrl + Alt + M** (Cmd + Option + M on a Mac) to insert a comment.

3. Type your comment in the box.
4. To address your comment to a specific person, type a plus sign followed by their email address, like this: `+cassy@solarmora.com`. That person will receive an email with your comment.

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Best practices

Here are a few tips for using sheets to tackle projects with your team:

- **Break it down.** When you have a challenging problem, it can be difficult to figure out where to start. Think about breaking your project up into pieces that you can divide amongst your team.
- **Keep it simple.** Because you are encouraging many people to edit your sheet, make sure you're not making their lives too complicated. Decide on the data that's critical to measure and only include that in your sheet.

- **Don't start from scratch—use a template.** The Google Drive template gallery has tons of templates you can use for inspiration. Check it out here: <https://drive.google.com/templates>.

Find more tips, ideas, and training at the **Google Apps Learning Center!**
learn.googleapps.com