

After you fill out the status of the assignment, you can fill out the time column. This column allows you to plan out how much time you will need for each assignment.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110	Do homework 1	In progress	1 hour		
COR 110	Reading	Done	30 minutes		
ENG 110	Paper 1	Not started	2 hours		
REL 110	Quiz 1	Not started	45 minutes		

After the time column, you can put a start date and a due date.

ASSIGNMENT TRACKER

Add subjects or course to the 'Subjects' sheet. In this sheet, select your subject, add assignments, status, time required, when you plan to do it and when it's due.

Subject	Assignment	Status	Time	Start date	Due on
STS 110	Do homework 1	In progress	1 hour	10/13/2020	10/20/2020
COR 110	Reading	Done	30 minutes	10/8/2020	10/12/2020
ENG 110	Paper 1	Not started	2 hours	10/15/2020	10/16/2020
REL 110	Quiz 1	In progress	45 minutes	10/13/2020	10/14/2020