

Time Tracker Cheat Sheet

When every minute counts!

Welcome to Time Tracker

Before you get started, I need a little info...

Click on the date that starts the week ← Select the date ①

You can start by entering up to 10 sheet names here:

← Enter your sheet names (You can add more later) ②

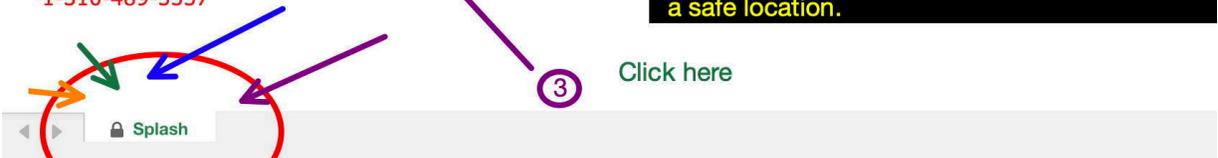
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Please note: Time Tracker creates a backup of itself every time you open in. It will have the date and time after the file name. Be sure to store a copy of this backup file in a safe location.



Data Entry Shortcuts

1113a = 11:13 AM

205p = 2:05 PM

New Feature: Jan 2021

To enter the current time, just
right click in the cell.

Start & Stop Times

	Thursday Dec 3	Friday Dec 4
	Start	Start
Enter START TIME here >>>>		12:15 PM
	Stop	Stop
Enter STOP TIME here >>>>		1:09 PM

Sample Worksheets

Time Tracker Worksheet							Alice	
Sunday Nov 1	Monday Nov 2	Tuesday Nov 3	Wednesday Nov 4	Thursday Nov 5	Friday Nov 6	Saturday Nov 7		
Start	Start	Start	Start	Start	Start	Start		
Stop	9:00 AM	8:05 AM	8:00 AM	8:55 AM	9:30 AM	Stop		
Start	12:13 PM	5:00 PM	5:20 PM	5:09 PM	5:10 PM	Stop		
Stop	1:00 PM	Stop	Stop	Stop	Stop	Stop		
Start	5:30 PM	Stop	Stop	Stop	Stop	Stop		
Stop	9:00 PM	Stop	Stop	Stop	Stop	Stop		
Start	11:00 PM	Stop	Stop	Stop	Stop	Stop		
Stop	Stop	Stop	Stop	Stop	Stop	Stop		
Total Sun Nov 1 Time Tracker	Total Mon Nov 2 9:43	Total Tue Nov 3 8:55	Total Wed Nov 4 9:20	Total Thu Nov 5 8:14	Total Fri Nov 6 7:40	Total Sat Nov 7 Time Tracker		
Total Week 43:52								

Data Entry Note:
Enter 903a for 9:03 AM
Enter 417p for 4:17 PM

"Time Tracker" is displayed if no time has been entered for that day

The Time Tracker Worksheet above is for an employee named Alice. She worked 43 hours 52 minutes.

The Time Tracker Worksheet below is for Project #1. You can bill the customer for 24 hours.

Time Tracker Worksheet						Project #1	
Sunday Nov 29	Monday Nov 30	Tuesday Dec 1	Wednesday Dec 2	Thursday Dec 3	Friday Dec 4	Saturday Dec 5	
Start	Start	Start	Start	Start	Start	Start	
7:05 AM	8:02 AM	7:30 AM	8:51 AM	Stop	Stop	Stop	
Stop	Stop	Stop	Stop	Stop	Stop	Stop	
3:16 PM	1:09 PM	12:32 PM	11:32 AM	Start	Start	Start	
Start	3:20 PM	Stop	Stop	Stop	Stop	Stop	
Stop	6:21 PM	Start	Start	Start	Start	Start	
Start	Start	Start	Start	Start	Start	Start	
Stop	Stop	Stop	Stop	Stop	Stop	Stop	
Start	Start	Start	Start	Start	Start	Start	
Stop	Stop	Stop	Stop	Stop	Stop	Stop	
Total Sun Nov 29 8:11	Total Mon Nov 30 8:08	Total Tue Dec 1 5:02	Total Wed Dec 2 2:41	Total Thu Dec 3 Time Tracker	Total Fri Dec 4 Time Tracker	Total Sat Dec 5 Time Tracker	
Total Week 24:02							

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