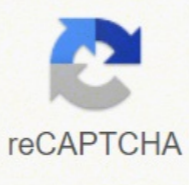




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Search for websites with answers in the text with these qualifiers: "intext:" or "allintext:." You'll get succinct results. Click the camera icon on the Google search bar for prompts, or drag and drop images into the search bar. Sometimes I change the color of a cell to indicate that it's high priority. That way, I can still do a quick scroll to see what's coming up, but it keeps my focus on the here and now.Formatting your Google Sheets to-do listThe beauty of using Google Sheets or another spreadsheet tool for your to-do list is that you have so many formatting options. Because of the detailed revision history, you don't have to worry about losing something because a coworker accidentally changed it.Any fancy spreadsheet things you can do with it?Glad you asked! Yes. For example, for information about Jaguars, but not the car or football, type in "Jaguars -cars." Or, do a triple elimination by typing in "Jaguars -cars -sports -football."Searching ImagesThere are two tips to keep on hand for Google image searches: Find an image: Use the same search parameters for text and images. Google Search CommandsThere are little-known Google search commands. It's far from an advanced system, and I have some notes in there about how to customize and adapt it. It's extremely customizable. Highlight those cells for the week, and be sure they don't add up to more than 40.You get the point—this is just a template, and it's yours for the customizing.The final key component is breaking the sheet down into weeks. MORE FROM QUESTIONSANSWERED.NET Find information about an image: Google recognizes uploaded images and offers sites with related information. You can create a chart with one click (using the chart icon in the toolbar). Whatever works.But if you like to be more consistent, you can choose colors to indicate specific things: priority, level of effort, type of tasks, or anything else you want to be able to see at a glance. So those are the three main columns you'll see on the spreadsheet:Day and timeTasksOther stuff: Notes/LinksOf course, you can always customize those columns or add new ones.For example, while I schedule my weeks day by day, maybe you don't use your to-do list as a schedule, so you wouldn't have a column for Day.Or maybe you want to add some sort of tags to your task. And let's face it: Nobody has time for extra clicks—you just want to get work done, not manage the work you need to get done.Here's how to use a spreadsheet as your to-do list.Google Sheets to do list templateTo use Google Sheets as your to-do list, make a copy of this template. For me, it's just too open-ended. It's an app I already use. Whatever stands out to you visually, go with that. Just add another column for Tag. Time: To find out the time anywhere in the world, type "time" followed by wherever you want to know the exact time. At the end of the week, hide the previous week's rows so your current week is always at the top. 2. I can visit this worksheet to find an article whenever I have some downtime.You can even automate that read-it-later worksheet by sending all new Pocket articles to it.Save new Pocket items as Google Sheets rowsStrikethrough is ugly. Your tags can vary week to week and just serve as quick reminders of what's on your plate.Sometimes it's beneficial to have a sense of how long a task might take. But at work, it won't cut it. As an example, start with "resumes," then add "examples of resumes," and on the third try, type in "examples of chronological resumes." Use critical words: Google matches your query with keywords online. Searching by Eliminating WordsFor a concise search, type in a term, phrase or question with words that you don't want the search engine to find. Definitions: For a quick lookup, type "define" plus the word you want to look up. Keep this list of 12 effective Google search tips handy so that you can have better and more relevant results.Searching Exact PhrasesRandom search terms lead to random results. My absolute favorite Zap (our word for an automated workflow between apps) is a simple one: send any message I save in Slack to my Google Sheets to- do list. If you're not consistent—I am 100% not—you get complete flexibility. Bold certain types of tasks, italicize others, or even add a border around cells. To do this, highlight the rows you want to hide, then right-click and select Hide rows [numbers of selected rows].Unsurprisingly, I use Zapier to automate my to-do list. So if you can't find a to-do list app that meets all your needs, try Google Sheets for a week, and see if it sticks.This article was originally published in February 2019. Use Google and you'll find the answer to just about anything. Multiple words: Focus your search with multiple terms or words. On a Mac, it's command+shift+X and on a PC, it's Alt+Shift+5. I use Google Sheets as my to-do list.I've tried a bunch of to-do list apps—Trello, Todoist, Any.do, the list goes on—and the only one that hasn't either overwhelmed me or, worse, overwhelmed me is Google Tasks. I use a solid gray bar with the dates in the left-most column to visually separate weeks, and I tend to have about a month's worth of weeks ready to drop tasks into. Check out this Zapier demo to learn more about how it works.FAQsI get a lot of questions about this system, and sometimes, the answer is just "nope, it can't do that." But my version is pretty simple, and there are plenty of ways you could complicate—er, improve—the system. You can type in the word "or" to do this. And I highlight a row in red if it's a non-negotiable—something I have to do the day it's scheduled because of an external deadline.And because you have text formatting options—which many to-do lists don't—you can make your formatting as granular as you'd like. Click on the "Images" tab right below the search bar for images relating to your search, or type into the browser bar "🔍" to search from there. Of course, if you live in email, you can set up the same system: for example, you could send all emails with a specific label to your spreadsheet.Zapier is an automation tool that connects your apps and moves information between them, so you can focus on what matters most. Can I use checkboxes?Yep. It's not customizable enough, and there aren't enough distinct fields for inevitably complex work tasks. Because moving tasks around is as easy as dragging a row to a new location, you can easily re-prioritize without jumping between views or clicking twelve times to get where you need to go. If you do lots of smaller tasks, you could go with 15-minute increments (i.e., .25, .5, .75, and so on). And then I add a section at the bottom for things that are further down the road: the "eventually" tasks. General Searching TipsIf you're happy with using a basic Google search, there are a couple of tricks to keep your results tight: Adding search words: Plug in a simple phrase in the search bar and add as you go. Use a minus symbol or a hyphen to sharpen searches. Tracking your time is particularly helpful if you want to be sure you have enough time to get everything done. And that does the trick for personal stuff: it's plenty to remind me to do laundry, call my dentist, or schedule a vet appointment for my pup. Titles: Find sites you need with qualifiers (remember the colon). For example, search the phrases "Best ways to write a resume OR How to write a resume" in order to concisely cover all bases. You can have a Time estimate column and drop the estimated number of hours in there. This can give you insight into what you're working on the most and how you're spending your time, which can help you plan your workdays more productively.There's no shame in going old school with your to-do list. So here are a handful of FAQs as you decide if the Google Sheets to-do list might work for you.Why not just use a Google Docs to-do list?You do you—if Google Docs works for you, use it. For me, strikethrough is a more obvious visual indication that something is done, but checking a box is certainly satisfying.Highlight the column you want to use as your checkbox column, and click Insert > Checkbox. That way, I can look back at the thread if I need more information when it's time to complete the task. Here are tips to create concise search terms: Quotes: Find information on an exact phrase or term by putting quotation marks around your phrase in the search box. And other times I just write IMPORTANT in front of it. You can use keyboard shortcuts to do this. For example, I've added a worksheet for To read to keep a work-related reading list. Other than adding tasks, the process is simple.1. Strike through the text when you complete the task. If you're consistent with your tags, you can then sort or filter your spreadsheet by that column to group similar tasks. Use important words and words that are used in websites for refined results. The trick is to be efficient in your search and selective about your sources. We live in Slack at Zapier, so most of my tasks come either from there or from my brain.I send the message to the Task column and the link to the Slack thread to the Notes/Links column. Here at Zapier, we have people who use email, .txt files, and even pen and paper (the horror!). So if you want to take matters into your own hands, you can stop right here and get to making the spreadsheet your own. That way, I don't overschedule the week. Commands reduce your search into one click. I recommend using half-hour increments (i.e., .5, 1, 1.5, and so on) so you don't end up with battling timeframes. Now the whole row will be yours for the checking off.Does Google Sheets work as a collaborative to-do app?I'd say it's best as a personal to-do list, but you can definitely share it like you would any other spreadsheet and turn it into a team app. I also have specific Zaps set up for some of my recurring workflows. You'll get some sort of default analysis of your data, and you can play with the range and other factors to create a nice graph of, for example, what days tend to have the most tasks.Alternatively, you can use the Explore function to ask Google Sheets any number of questions about your to-do list. Other times I bold it. Here's a list of four commands to keep within reach: PDFs: Search for PDFs by typing your search term plus " filetype:pdf." For example, if you're looking for information about how to coupon, simply type in "coupons filetype:pdf" and you'll find relevant PDFs. Weather: There's no need for an app, simply type "weather" plus your zip code. Have a question? But if you feel like your "eventually" section is getting long or you have a whole category of items that don't really fit, you can always add a new worksheet. But for a walkthrough, keep reading.The basic setupWhen it comes to work tasks, there are usually two critical things you need to keep track of—what to do and when to do it—and then...other stuff. But there are lots of great Google Docs to-do list templates out there to work from.Doesn't it get cluttered?If you hide your previous weeks' tasks, it's usually pretty manageable. For example, I always highlight a row in blue if I'm going to be out of the office. Add a row, drop the task in, and add any other information or labeling you want. You can even use conditional formatting to automatically format rows that contain specific text, like if you always want to highlight rows with a specific person's name—say, an important client or your boss.The processWhen using this task list template for Google Sheets, you'll add tasks as they come up. For example, type "electric cars intitle: new models." Or, search URLs by swapping out "intitle:" for "inurl:" or "allinurl:" for helpful sites. It'll give you suggestions like "Most frequent Task" or "What percentage of Tag is [tag name]" and so on. And it requires way fewer clicks than most other options. Google Sheets fixes that.No, it's not intended to be a to-do list app, but that's why I love it.

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