**2019 Writing Tracker**

**Usage Guide**

The 2019 Writing Tracker allows you to track both the number of words you write and the total hours you spend writing and editing over the course of the year.

After opening the file, you will find two active sheets. The first sheet, named Summary, includes all the metrics related to your writing progress, including graphs that track your daily word count and your daily hours spent editing and writing.

# Set an Annual Goal

1. Double click into the Total Word Goal field where the default is set to 100,000.
2. Enter your desired goal.
3. Press the Enter key.

# Enter Daily Word Counts

1. Select the Counts sheet (represented as a tab at the bottom of the application window).
2. Select the cell next to today’s date.
3. Enter your word count for the day.
4. Press the Enter key.
5. Return to the Summary sheet to see your updated metrics.

# Enter Daily Minutes Spent Writing

1. Select the Counts sheet (represented as a tab at the bottom of the application window).
2. Select the cell under WritingMins and across from today’s date.
3. Enter the number of minutes you wrote today.
4. Press the Enter key.
5. Return to the Summary sheet to see your updated metrics.

# Enter Daily Minutes Spent Editing

1. Select the Counts sheet (represented as a tab at the bottom of the application window).
2. Select the cell under EditingMins and across from today’s date.
3. Enter the number of minutes you edited today.
4. Press the Enter key.
5. Return to the Summary sheet to see your updated metrics.