

PROJECT & TASK MANAGEMENT (google sheet Template)

Template Link:

<https://docs.google.com/spreadsheets/d/1Z9mHSR079uZqhqeis7ChXtlciKNZWMI7YAAiFycPHQw/copy>

How This Template Works?

1. Customize the Template – According to “INSTALL” Sheet.
2. Setup Guidance – Read the "Read Me" sheet for instructions to use.
3. Add Employees – Enter employee names and their Gmail IDs in the "INDEX" sheet.
4. Assign Tasks – Use the "MASTER" sheet to allocate tasks to employees.
5. Automated Notifications – Employees receive Gmail alerts for assigned tasks.
6. Access Control – Employees can only view and edit their assigned tasks.
7. Track Progress in Real Time – “MASTER” sheet updates automatically when employees update task statuses.
8. Generate Reports – Click on the "REPORT" option from the menu bar for insights.

Additional Information

- Your data is stored in Google Drive – Fully secured in your Gmail account.
- Team access is managed through the “INDEX” sheet – each employee can only edit their own assigned sheet.
- The sheet auto-saves changes – No manual saving is required.
- The Google Sheets app can be downloaded from the Play Store (Android) or App Store (iOS).

🔗 Simplify your workflow and enhance team productivity with Google Sheet Template!