[User Notes: GYWO Word Count Tracker](#)

This document is designed to walk the user through a basic tutorial of the Word Count Tracker's functions and offer basic troubleshooting solutions to potential issues.

Let's start on **Get Started**. This is where you'll be able to see an overview of your progress for the year.

Working left to right:

- The **Pledge** is defaulted to the Modest Level, 150,000 words. If you made a different pledge for GYWO, input your pledge in the yellow box so that the numbers/calculations you see on the Word Count Tracker reflect your year pledge. (Or another motivating goal.)
- **Remaining** will show you how many words you must write before you reach your pledge, while the circle graph will graphically show you the same information.
- The **YTD** will track your total word count throughout the course of the year. This is the number you'll use for monthly check-ins.
- The **Monthly Goal** and **Daily Goal** on this page are calculated from the user-defined **Pledge**. These are baselines and will not alter.
- In the **By Month** section, each month's **Total Words**, **Daily Avg.**, and **Daily Average (days w/ writing)** are calculated from the numbers for that month only. These reflect the totals and averages from the numbers you input on the month sheets.
- **# Days with Writing** shows the number of days you wrote for the month. The YTD at the bottom of the column calculates the number of days you've written for the year. (In case you're curious about tackling a Habit Pledge in another year.)

Monthly Planning

Monthly Planning			
	On Pace Goal	Custom Month Goal	Actual + Goal
January	12,740		
February	11,507		
March	12,740		
April	12,329		
May	12,740		
June	12,329		
July	12,740		
August	12,740		
September	12,329		
October	12,740		
November	12,329		
December	12,740		
Words to Goal:		150,000	150,000

We encourage members to plan their year in advance with **Monthly Planning.**

You can use this chart to customize your year to plan in advance for NaNoWriMo, vacations, or times when you know writing will be tough. As you insert numbers in the **Custom Month Goal**, the **Words to Goal** at the bottom will let you know how many more words you need to allocate over the year. With this, you'll be able to completely customize the tracker to pace yourself for *your* year.

The **Actual + Goal** column will help you make adjustments throughout the year. Input the actual number you hit each month to decide how to adjust your monthly plans. Wrote 2,000 words under your plan for January? Decide in advance that April is the best time to make up those words because February and March are too busy. Stay on top of your writing plans all year long!

Now click on the **January** tab, and we'll walk through what you'll be looking at each month.

Header and Columns

JANUARY				Jan Reporting Figure:	0					
			Get Your Words Out:		*2022*	*Word Count Tracker*				
Month Tally:			**Custom Month Goal:**							**Pledge**
Min. Daily Goal:	411		**On Pace Goal:**		12,740					**150,000**
Progress			*Projects and Progress*							
Day	Daily Word Count	YTD	Project	Word Count	Project	Word Count	Project	Word Count	Adjusted Daily	
1										
2										
3										

Header—working left to right:

- **Jan Reporting Figure** is your YTD, just another reminder of what number to report at the check-in.
- The **Month Tally** will let you see your word total as it accumulates through the course of the month. You can see this same information on the **Get Started** tab.
- The **Min. Daily Goal** is the baseline you need to aim for each day in order to meet your month goal—whether you are using the baseline goal or have input your own goal for the month.
- **Custom Month Goal** allows you to override **On Pace Goal**—setting your own Month Goal. If you plan on writing more in a specific month (for NaNoWriMo, for example), you might want to input a number in the yellow box for **Custom Month Goal**. You can use the **Monthly Planning** on the **Get Started** tab to help you pace yourself for the year.
- The **On Pace Goal** is what you should be writing each month to stay on pace throughout the year. This number is consistent with your pledge and does not change based on your performance.
- The **Pledge** shows your pledge-level as a reminder of what you're striving toward through the year.

Columns—working left to right:

- **Daily Word Count** lets you know your daily tally from all the projects you worked on.
- The **YTD** will accumulate from one month to the next, showing your progress toward your Pledge through the course of the year.
- **Project** and **Word Count** are where you input the number of words you write each day on each project.
  - **Project** allows the **File Tracker** to automatically track the number of words you write on each project and the number of days on which you work on the project.
  - The Tracker allows you to work on up to 3 projects on any given day. If you find yourself working on more than 3 projects, we suggest grouping some of your projects in a category such as "Flash fiction" or "Odds and Ends."
  - Any projects you add to the **File Tracker** will appear on the drop-down Project list. In the Excel version, a pop-up will remind you to add projects not listed on the File Tracker, but you can type in anything without adding it to the File Tracker. (The GSheets version will show a red triangle, but no functionality will be lost.)

Target and Adjustments

The Word Count Tracker provides two ways to help establish your pace and stay on track.

Monthly Tracking			Yearly Pledge Tracking	
Adjusted Month Daily Goal	Month Target	Month Differential	Pledge Target	Pledge Differential
	411		411	
	822		822	
	1,233		1,233	
	1,644		1,644	

Monthly Tracking provides numbers based on the month goal. Whether you input your own value into **Custom Month Goal**, or are writing according to the **On Pace Goal**, these numbers will reflect your month goal.

Yearly Pledge Tracking provides numbers based on your pledge for the year. It is unaffected by the **Custom Month Goal**. This set of columns is designed to help adjust your pace with regard to the whole year.

Example Behind:

Monthly Tracking			Yearly Pledge Tracking	
Adjusted Month Daily Goal	Month Target	Month Differential	Pledge Target	Pledge Differential
418	411	200	411	200
425	822	400	822	400
429	1,233	500	1,233	500

Example Ahead:

Monthly Tracking			Yearly Pledge Tracking	
Adjusted Month Daily Goal	Month Target	Month Differential	Pledge Target	Pledge Differential
410	411	39	411	39
407	822	128	822	128
403	1,233	217	1,233	217

- The **Adjusted Month Daily Goal** calculates a daily goal based off your previous day's writing, showing how much you need to write the next day in order to stay on track. If you write the same number of words every day, it will stay the same; however if you have an exceptionally good day and knock out a huge number of words, the Adjusted Month Daily Goal will drop.
  - o If you exceed your month goal, the **Adjusted Month Daily Goal** will show that you reached your goal for the month.
- The **Target** (for Month or Pledge) shows the YTD you should hit on a given day to be on pace for the month.
- The **Differential** (Month or Pledge) shows how far ahead or behind you are based on the difference between your YTD on a given day and the Target. Basically, this will tell you how much you can relax or how much you need to catch up!

- You can hide either the Monthly Tracking columns or the Yearly Pledge Tracking columns to customize the look of your tracker. Hiding these columns will not affect other functionalities of this tracker.
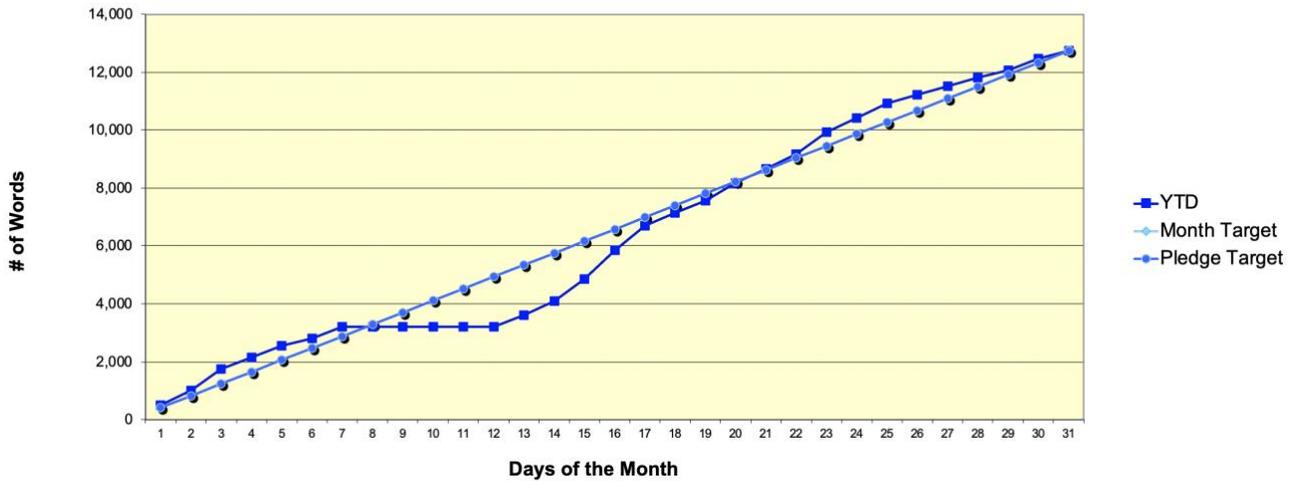
Progress Graph
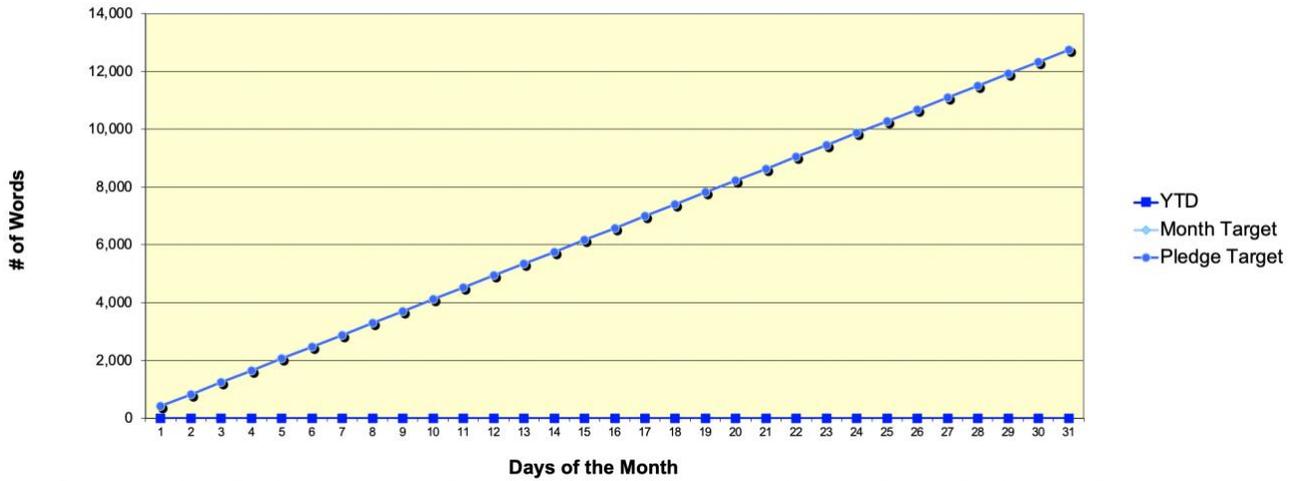
At the bottom of each month tab is a line graph showing your progress through the month based on your **YTD**. It will show a comparison of your **YTD** against your **Month Target** and against your **Pledge Target**.

The last tab is the **File Tracker**. The File Tracker is useful for tracking projects. It collects and summarizes information from the month tabs.

The **Projects** list helps you manage and track your projects. The Days Worked and YTD columns are *completely* automated, so as you update the month tabs, the information will populate in the **Projects** list.

2022			Projects			
					Word Count	
Project	#	Start Date	Days Worked (Automated)	YTD Words (Automated)	Starting	Current
An Epic Tale of Epic	1	1/2	4	300		
The Great Adventure	2	11/5/21	10	5,000	35,700	40,700
Words Words Words	3	1/25	3	750		

- The **Projects** list will automatically display your data for up to 100 projects! Input a project title in the **Projects** list, and then choose that title from the drop-down menu as you complete the Month Tabs. The tracker will find entries for that title and compile the data you enter.

Keep in mind:
- The project title entered on the Month Tabs must *exactly match* the File Tracker title, so that little drop-down menu can help keep your titles consistent.
- If you started a project prior to this year, you may input the word count in the **Starting** column and the new word count in the **Current** column, to help you track this year's words. These are only reminders for you; no formulas calculate based on these inputs.

There are a few additional tools on this page to help you.

Total File Tracker Words
Total File Tracker Words shows the total word count of your projects, the number of words remaining in your pledge and the percent of your goal you have completed.

Total File Tracker Words	6,050	Remaining	143,950
		% Complete	4.03%

Daily Goal

Daily Goal allows you to set a goal for the day and then track that goal.

Input the number of words you want to write today for **Goal For Today** (500, in the example). Input *yesterday's* year-to-date total for **Starting Point** (6,050)**.** Then **Remaining Today** will calculate how many words you have left to write. (350 words to go!)

Daily Goal			
Goal For Today	500	Remaining Today	350
Starting Point (Total Words)	6,050		

Daily Word Count Calculator

Daily Word Count Calculator helps you calculate the number of words you wrote on a given document.

Input your starting word count on a document in **Story Start Today** (750, in the example), and then, when you are done working in that document, enter the word count in **Story End Today** (954). **Words Written Today** will calculate the number of words you wrote on that document. (204 words written today!)

Daily Word Count Calculator (Manual Input)	
Story Start Today	Story End Today
750	954
Words Written Today	
204	

Customizing Your Tracker

After downloading your GYWO Tracker, **it is yours to personalize**. You can change the background and font colors, bolding, and row and column size at any time.

If you are experienced with Excel or feel confident and would like to change or add conditional formatting (such as changing the red negative numbers), include additional calculations, or add more columns or rows, you'll need to unprotect each individual sheet as you work on them. You can do so under the **Tools** menu by selecting **Protection** > **Unprotect sheet…**

To lock the sheet again, do the same. When a pop-up comes up, just click **Okay** because Excel will remember the previous settings.

GSheets has no protection. Once you make a copy, you're the owner!

> **BE CAREFUL.** All worksheets have hidden columns and rows, so you might have disrupted a hidden formula if your Tracker breaks and you're having trouble figuring out what happened. (Just alert a mod and we'll help you.)

Some tips for common personalization requests:
- To change the negative numbers to be NOT red, change the Number Format so negative numbers are either listed with a minus symbol in front "-100" or in parentheses "(100)." That option can be found under **Format > Cells > Number.**

- To add more rows to the **File Tracker**, insert the desired number of rows and then copy the **whole row** from a blank line. That will copy and correctly update the hidden formulas when you paste the copied row on to your new row.

- On the **Month Tabs**, to turn off the Title warning pop-up or remove the drop-down list entirely, go to **Data > Validation…** The **Error Alert** will let you remove or change the pop-up message, or you can click "Clear All" to remove the drop-down menu all together.

- Adding more columns on the **Month Tabs** to record more projects per day will require a lot of effort to make the **File Tracker** work correctly. If you want to record more than 3 projects per day, you might prefer to use the GYWO Pace Tracker.

Be sure to enter a word count number for each day, even if it's zero.

- If you're editing a piece, we recommend using strikethrough, Track Changes, or copy-and-pasting your deleted words into a scrap document or the end of your document—at least until you can determine how many additional words you've written for the day. That way your word count doesn't move in reverse.

There are hidden values to calculate formulas, so if you are adding and removing columns and some formula suddenly breaks, that may be why. If you find that you want to add your own column of information, please do so carefully.

Stay away from the blue and gray boxes.

- Only the boxes with yellow or green backgrounds are adaptable for user-defined information.

- Saving a copy after entering your numbers is a good idea. Bear in mind, though, that if you accidentally delete, erase, or write over a blue or gray box, you can only use the "undo" function up to the point of your last save.

- If you accidentally delete one of the formulas, the quickest fix may be to download a new version of the Word Count Tracker and copy/paste your data into the new one.

If you have any recommendations for improvements or other functionalities you would like to see included in future versions of the Word Count Tracker—or in the event that you locate a bug—please contact the GYWO mods by email (gywomod@gmail.com). Thanks!