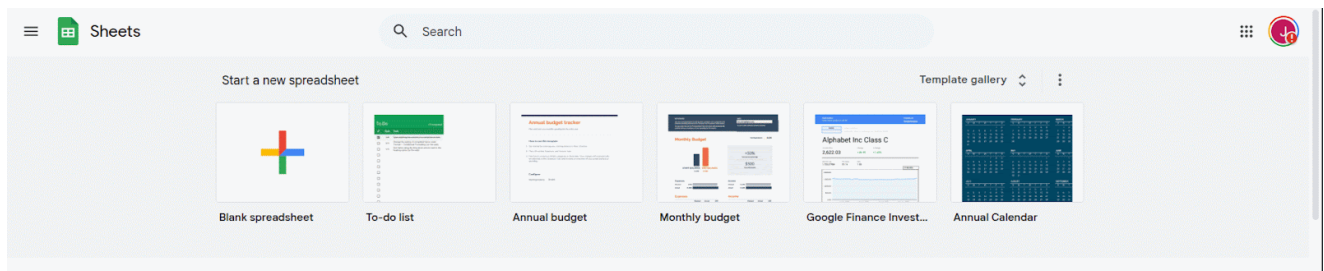


Task 2: Create a To-Do Tracker with Conditional Highlights

In this task, you'll create a simple to-do tracker that uses conditional formatting to visually flag urgent or overdue tasks. You'll also learn how to lock important parts of the sheet and add filters for easier use.

1 – Create a new Google Sheet

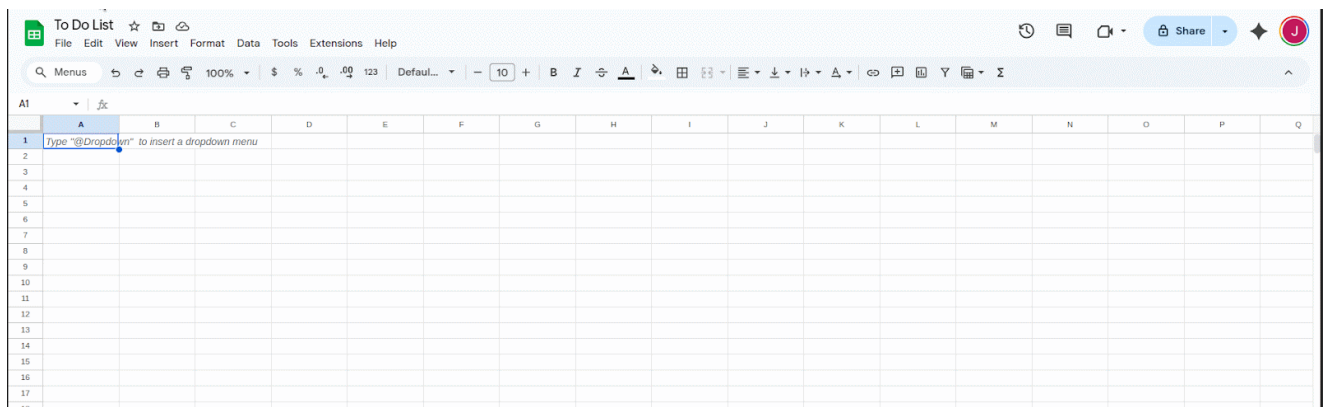
Open Google Sheets and start a new blank spreadsheet. Give it a name like **To-Do Tracker**.



2 – Add columns

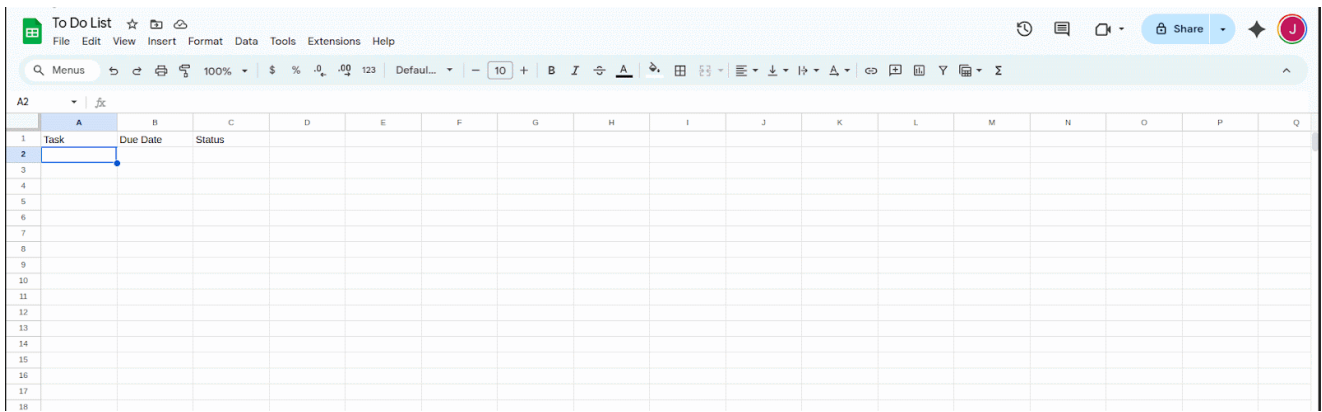
In Row 1, add the following column headers:

Task | Due Date | Status



3 – Format the "Due Date" column

Select the "Due Date" column (Column B), then go to **Format > Number > Date**.

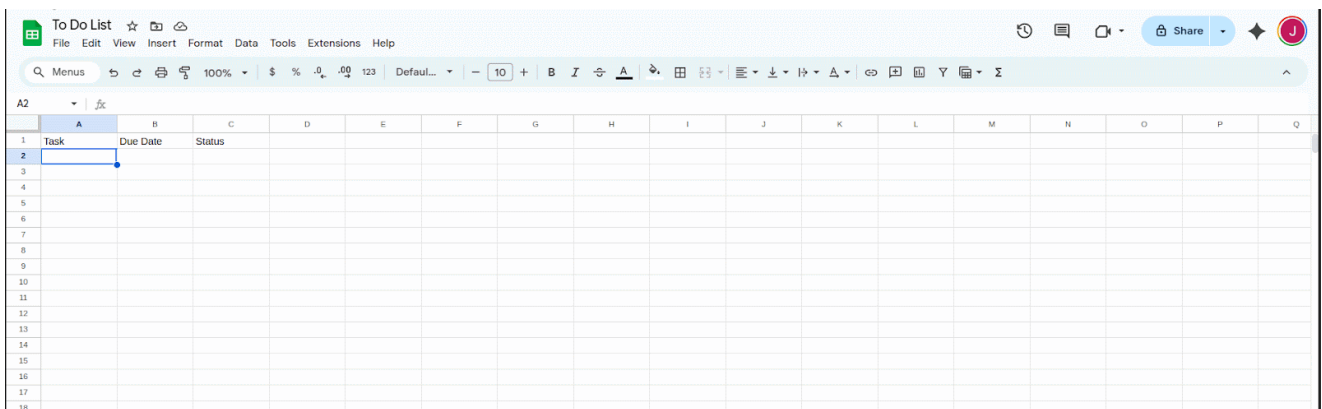


4 – Add a dropdown list for the "Status" column

Select column C. Go to **Data > Data validation**, choose **List of items**, and enter:

Completed, In progress, Not started

Then click **Done**.



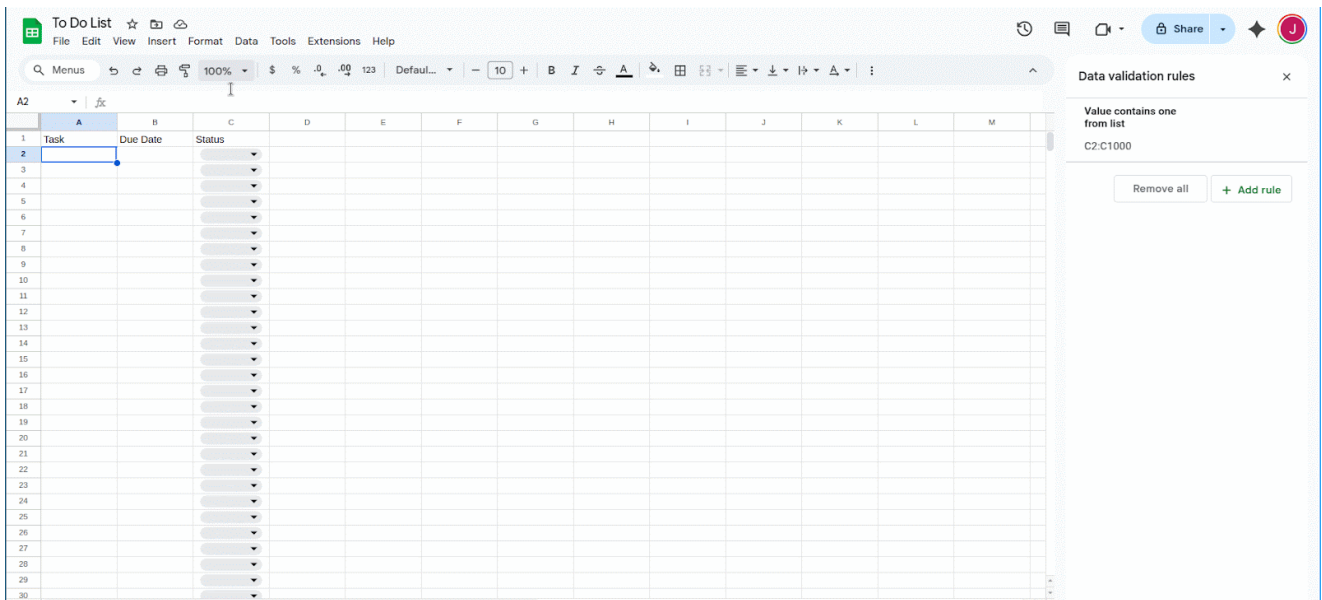
PROF

5 – Add a "Today's Date" cell

Pick an empty cell near the top (e.g., E1), and enter:

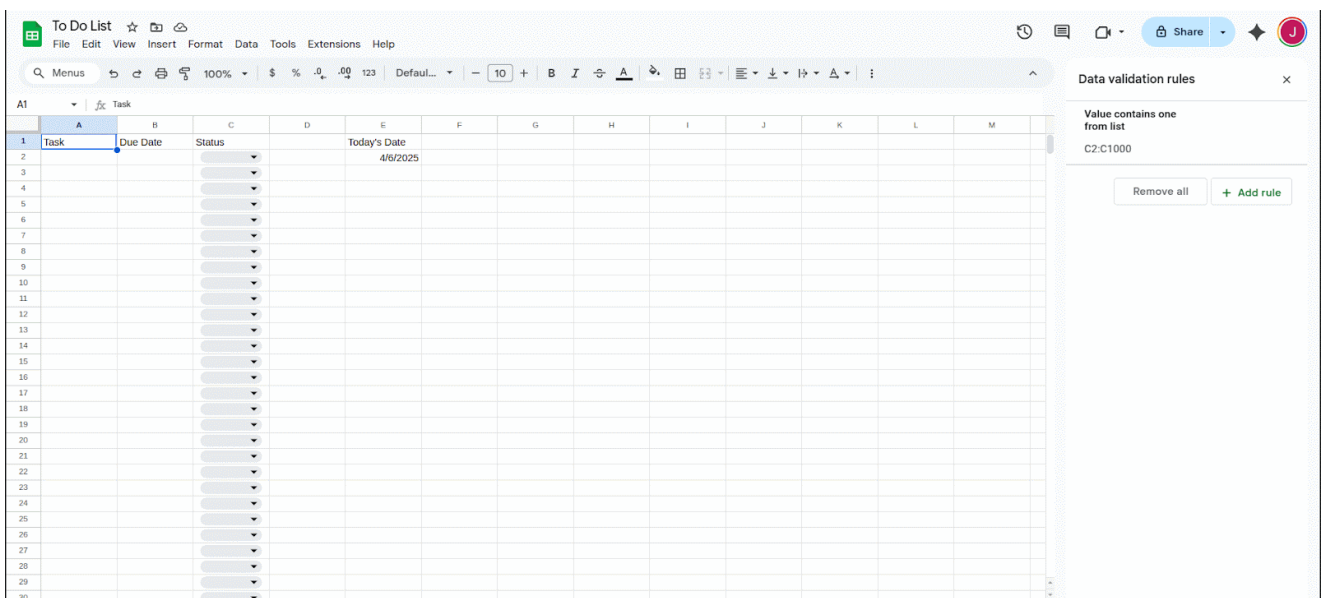
=**TODAY**()

This cell will always hold the current date.



6 – Add some example tasks

Fill in a few rows with sample tasks to get a better sense of what the sheet will look like in use.



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7 – Highlight overdue tasks

Select all of Column B and go to **Format > Conditional formatting**. Use the following custom formula:

```
=AND( ISDATE(B2), B2 < TODAY(), C2 <> "Completed")
```

Choose a red background or other clear indicator for overdue items.

!!! warning

If your headers are in row 1, make sure your formatting starts at row 2 or the formula may highlight the header.

Task	Due Date	Status	Today's Date
Write report	Jan 20	Completed	4/6/2025
Phone cousin	Mar 15	Not started	
Pay fine	Jun 22	Not started	
Reply to Bob	Apr 2	In progress	
Pay phone bill	Feb 2	Not started	
Message Alice	Jan 15	Not started	

8 – Highlight upcoming tasks (due in 3 days or fewer)

Add a second rule to the same range with this formula:

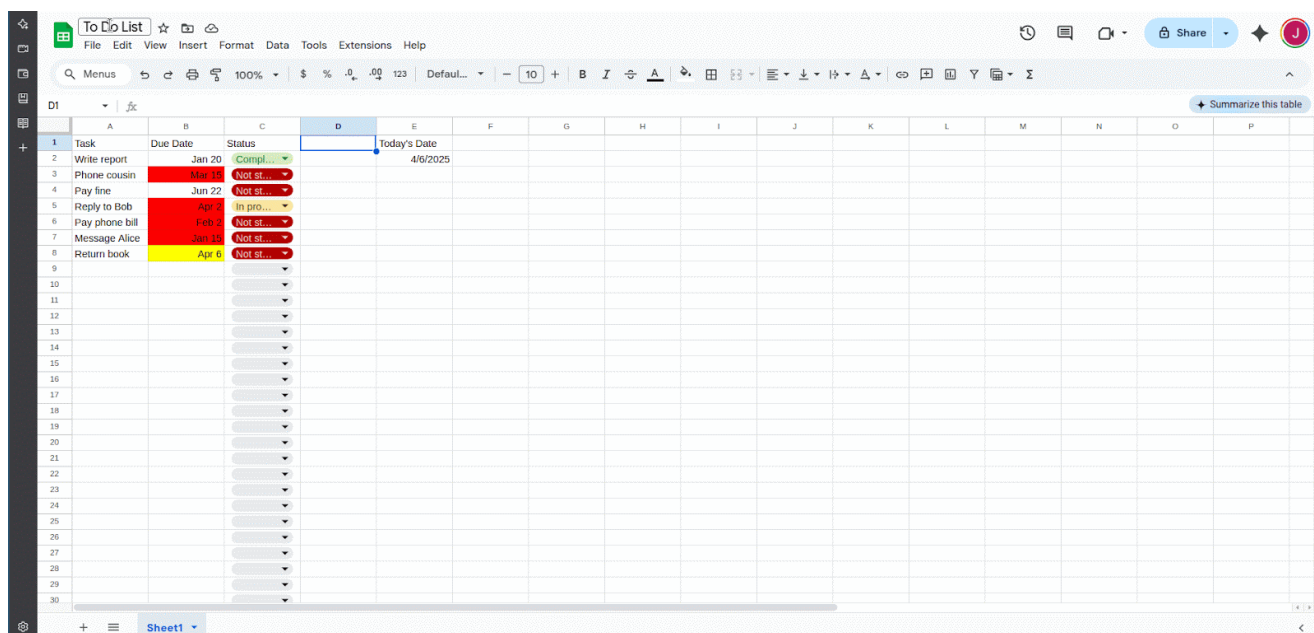
```
=AND(ISDATE(B2), B2 - TODAY() <= 3, B2 - TODAY() >= 0, C2 <> "Completed")
```

This highlights uncompleted items that will be due within the next 3 days.

Task	Due Date	Status	Today's Date
Write report	Jan 20	Completed	4/6/2025
Phone cousin	Mar 15	Not started	
Pay fine	Jun 22	Not started	
Reply to Bob	Apr 2	In progress	
Pay phone bill	Feb 2	Not started	
Message Alice	Jan 15	Not started	

9 – Add a filter for incomplete tasks

Click the filter icon in the toolbar (or go to **Data > Create a filter**). Then click the filter dropdown in the "Status" column and deselect "Completed".

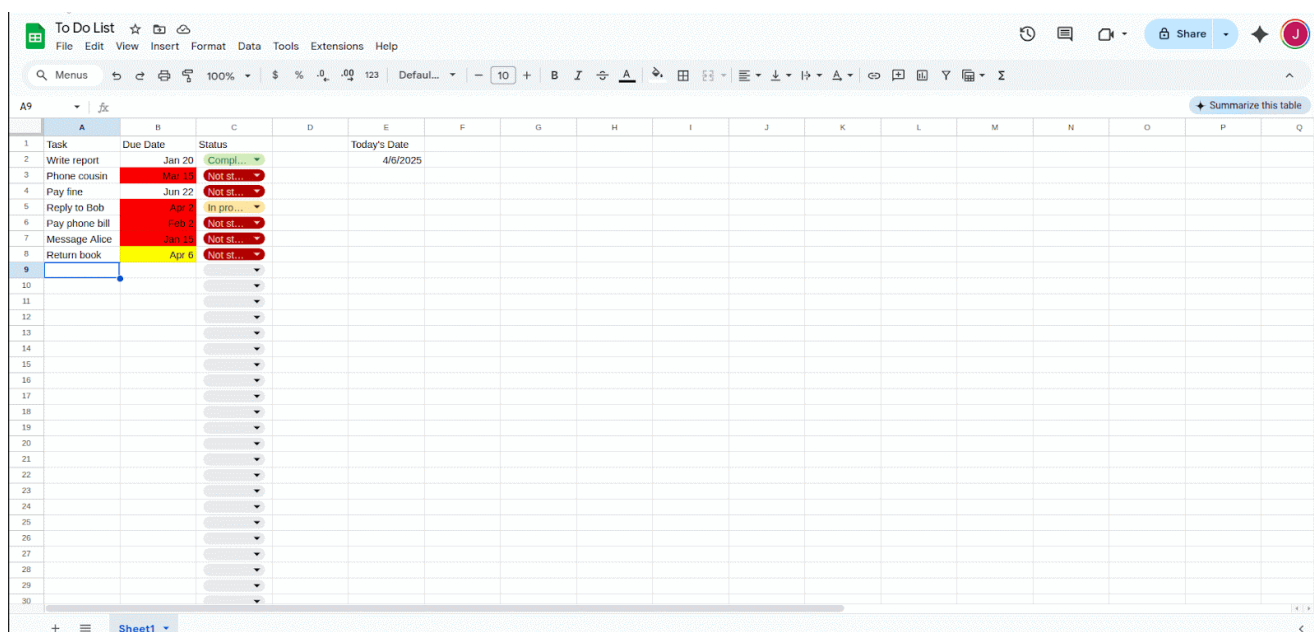


10 – Protect the header row

Select Row 1, right-click, and choose **Protect range**. Set the permissions to only allow yourself (or selected editors) to change the headers.

!!! Note

Protecting headers ensures no one accidentally deletes your categories or breaks your formulas.



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What you've built

You've now created a lightweight but powerful task tracker that:

- visually flags overdue and upcoming tasks
- allows filtering by task status
- protects your structure from accidental edits

You can continue to build on this with more columns (e.g. "Priority" or "Assigned to"), or share it with a team.