

Digital To-Do List

[Link to the Spreadsheet \(page 3\)](#)

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If you have any questions about how you may use this template, please refer to the last page of this PDF or contact me directly.





Hello! And welcome to your new **DIGITAL TO-DO LIST**
I hope that, once you get the hang of how it works, this template can help
you get organized and make your life easier.

If you have any questions please feel free to contact me.

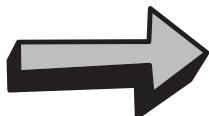
I'm always happy to talk to you and help!

You can **message me** or send an email to: hello@thinklikeagirlboss.com

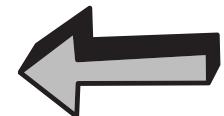
Link to the Spreadsheet

Please **READ this entire page** before clicking any links.

In order to start editing the file, you need to create your own copy from my original.



CLICK HERE TO ACCESS THE SPREADSHEET

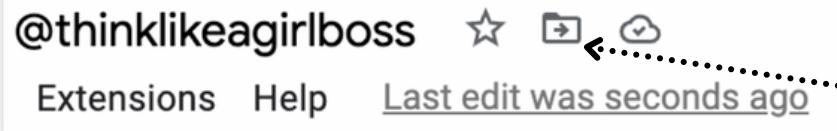


A new browser tab will open, click on the **blue "Make a Copy"** Button.

If you can see the Spreadsheet but you **can't edit anything**, you need to **create your own copy manually**. To do that follow these steps:

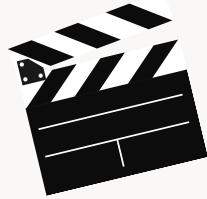
Click on **File -> Make a Copy**

(*You can find the File option right BELOW the spreadsheet name*)



If you want to move your copy to a different folder within your Google Drive, you can **click on this little folder** and choose a new location.

You need to be **logged into a FREE Google account** in order to access the file. If you don't already have one, you can [sign up here](#).



Demo Video:

If you haven't watched the demo video, I recommend you do it before you continue reading the instructions.

[CLICK HERE TO WATCH THE DEMO VIDEO.](#)

SUBSCRIBE

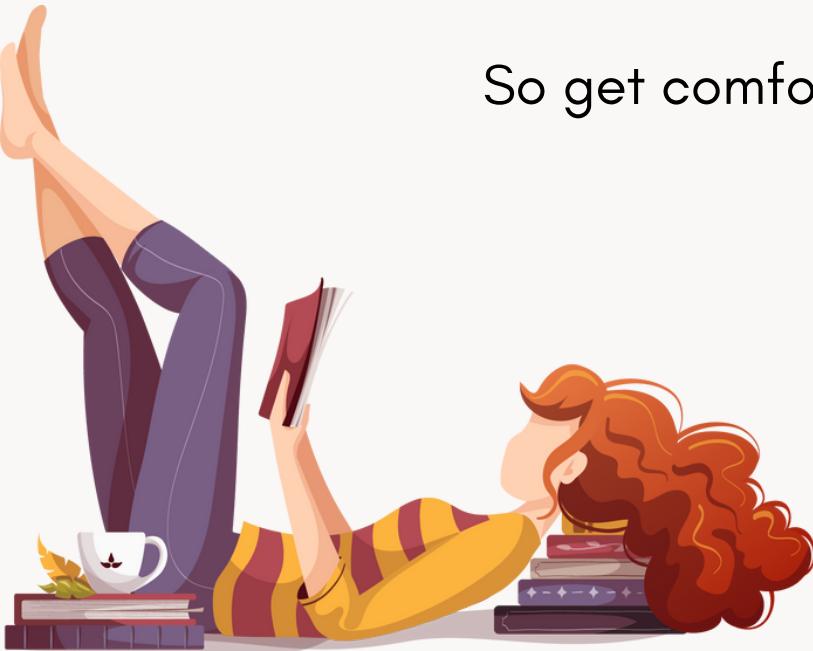


Full Instructions

I made a long instructional PDF because I LOVE filling my templates with functionalities, and I want you to know all about them, but don't worry it's mostly pictures. 😊

To get the most out of your template I HIGHLY RECOMMEND you read the full instructions.

So get comfortable, and let's jump right into it.





IMPORTANT

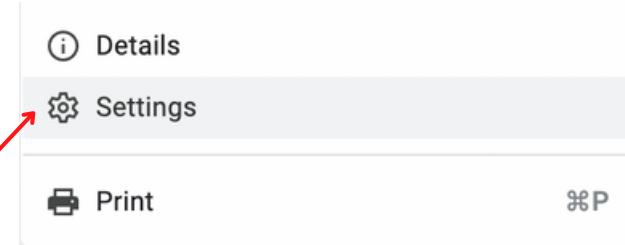
Part 1: **Customize your template**

This is one of the most important parts. Please don't skip this.

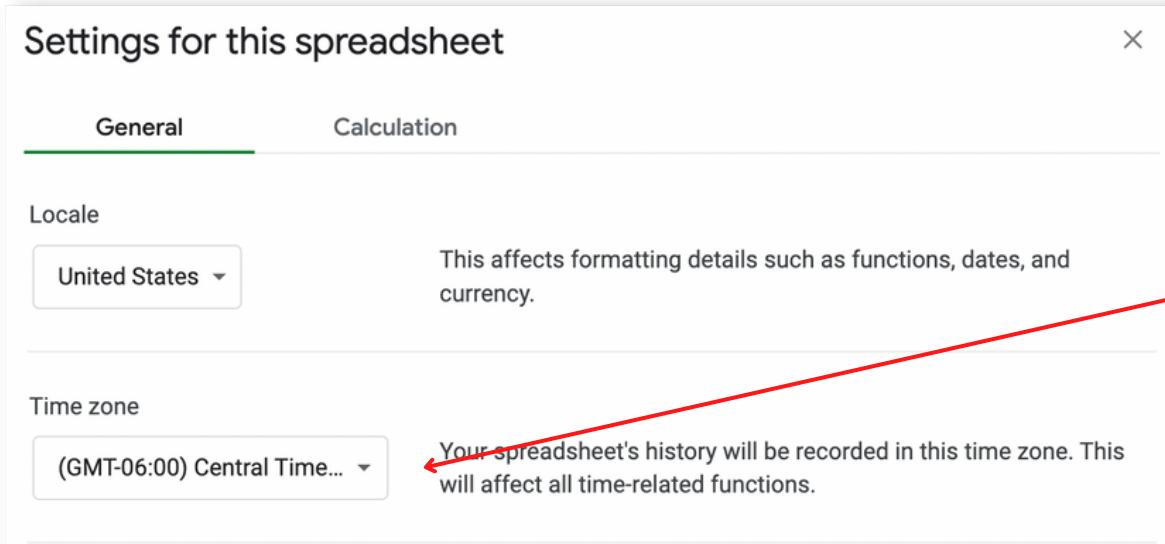
For the dates to update properly according to where you are in the world, you need to **update the timezone in your spreadsheet**. To do that, follow these steps:



STEP 1: Click on file.



STEP 2: Find the SETTINGS option at the bottom of the menu and select it.



STEP 3: Change **Time zone** to match where you are located in the world.

Customize your labels

Every label across the entire template is contained in the "**Customize Here**" sheet. If you need to change a label, you can do it in the "**Your Translation**" column.

TO-DO LIST			
Label	Your Translation	Priorities	Status
Task List	Task List	1 Urgent	1 Paused
Pending Tasks Summary	Pending Tasks Summary	2 High	2 In Progress
Done Tasks Summary	Done Tasks Summary	3 Medium	3 50% done
Order By:	Order By:	4 Low	4 Needs Attention
tasks	tasks	5	5
Done	Done	6	6
#	#	7	7
Task	Task	8	8
Priority	Priority	9	9
Due Date	Due Date	10	10
Days Left	Days Left		11
Status	Status		12
ASC	ASC		13
DESC	DESC		14
Overdue	Overdue		15
Pending	Pending		
Done	Done		
Total Tasks	Total Tasks		
Link	Link		
Go	Go		



IMPORTANT

You should NEVER change
labels directly on any
other sheet.

I suggest you get familiarized with how the template works **before changing any labels.**

Use these tables to customize the
“Priority” and **“Status”** drop-down elements.

TO-DO LIST		
Label	Your Translation	
Task List	Task List	
Pending Tasks Summary	Pending Tasks Summary	
Done Tasks Summary	Done Tasks Summary	
Order By: tasks	Order By: tasks	
Done	Done	
#	#	
Task	Task	
Priority	Priority	
Due Date	Due Date	
Days Left	Days Left	
Status	Status	
ASC	ASC	
DESC	DESC	
Overdue	Overdue	
Pending	Pending	
Done	Done	
Total Tasks	Total Tasks	
Link	Link	
Go	Go	

Priorities		Status	
1	Urgent	1	Paused
2	High	2	In Progress
3	Medium	3	50% done
4	Low	4	Needs Attention
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
		11	
		12	
		13	
		14	
		15	

A note about drop-downs ...

The diagram illustrates how data from two tables is used to populate dropdown menus. On the left, there are two tables: 'Priorities' and 'Status'. The 'Priorities' table lists items 1 through 10, with values: Urgent, High, Medium, Low, followed by empty rows. The 'Status' table lists items 1 through 15, with values: Paused, In Progress, 50% done, Needs Attention, followed by empty rows. Dotted lines connect item 1 of each table to the top of their respective dropdown menus. Item 1 of both dropdowns is highlighted with a blue border.

Priorities	
1	Urgent
2	High
3	Medium
4	Low
5	
6	
7	
8	
9	
10	

Status	
1	Paused
2	In Progress
3	50% done
4	Needs Attention
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Important:

Whatever elements you input in these tables will be used to populate **drop-downs across your template.**

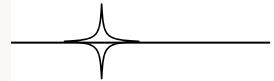
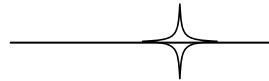
If you edit these texts once you already used those values in any drop-down, they WILL NOT be updated everywhere else.

You will have to change the values in the other sheets manually.



Part 2:

The To-Do List



Please keep in mind these are THE ONLY areas that you will edit.
Everything else is automated.

PERSONAL

Highlight Filters:

Category
Demo Video
Priority
Status
Due Date

Tasks				Overdue	Pending	Done	Total Tasks	Today's Date
#	Done	Task	Category	Priority	Due Date	Status	Days Left	Notes
1	✓	Create-Spreadsheet	Product	Urgent		In Progress		
2	✗	Change to anyone with the link	Product	Low	Tue, Jun 21, 2022		2	
3	✓	Fill-out-example	Product	Low	Wed, Jun 15, 2022	In Progress	-4	
4	✓	Create-copy-for-demo-video	Demo-Video	Low				
5	✓	Instructions-PDF-TEXT	Instructions-PDF-file		Tue, Jun 14, 2022		-5	
6	✗	Instructions PDF Screenshots	Instructions-PDF file	Urgent	Fri, Jun 17, 2022		-2	
7	✓	Instructions-PDF-FINAL-EDITS	Instructions-PDF-file					
8	✓	Add-link-to-demo-video-in-PDF	Instructions-PDF-file		Fri, Jun 17, 2022		-2	
9	✗	Edit demo video	Demo Video					
10	✗	Demo video cover	Demo Video					
11	✗	Upload demo video	Demo Video	Urgent	Fri, Jun 17, 2022	In Progress	-2	
12	✓	Create-product-cover	Etsy-listing					
13	✓	Create-product-pitch	Etsy-listing					
14	✓	Final functionality check	Product					
15	✓	Empty-for-blank-copy	Product					
16	✗	Link blank to example	Demo Video	Urgent	Fri, Jun 17, 2022	In Progress	-2	

Custom drop-down:

Y	W	X	Y	Z
Custom drop-down:				
Category				
#	Label	Tasks Pending	Progress	
1	Product	3	57.1%	
2	Demo Video	4	33.3%	
3	Instructions PDF file	1	75.0%	
4	Etsy listing	0	100.0%	
5	Marketing	3	0.0%	
6				

Pending Tasks Summary

Order By: Due Date ASC

Category	Priority	Due Date	Status
----------	----------	----------	--------

Done Tasks Summary

Order By: Priority DESC

Category	Priority	Due Date	Status
----------	----------	----------	--------

You'll find 3 different tables in the to-do list tab:

Table 1: Tasks - This is THE ONLY ONE YOU WILL EDIT.

Tasks			Overdue	Pending	Done	
52%			0	11	12	
#	Done	Task	Category	Priority	Due Date	Status
1	<input checked="" type="checkbox"/>	Create Spreadsheet	Product	Urgent		In Progress
2	<input type="checkbox"/>	Change to anyone with the link	Product	Low	Tue, Jun 21, 2022	
3	<input checked="" type="checkbox"/>	Fill out example	Product	Low	Wed, Jun 15, 2022	In Progress
4	<input checked="" type="checkbox"/>	Create copy for demo video	Demo Video	Low		
5	<input checked="" type="checkbox"/>	Instructions PDF TEXT	Instructions PDF file		Tue, Jun 14, 2022	
6	<input type="checkbox"/>	Instructions PDF Screenshots	Instructions PDF file	Urgent	Fri, Jun 17, 2022	
7	<input checked="" type="checkbox"/>	Instructions PDF FINAL EDITS	Instructions PDF file			

This is the table where you will add your tasks.

Table 2: Pending Tasks Summary (automated)

Pending Tasks Summary					
48% - 11 tasks		Order By:	Due Date		ASC
#	Task	Category	Priority	Due Date	Status
9	Edit demo video	Demo Video			
10	Demo video cover	Demo Video			
19	Add link to shop in demo video	Marketing			
20	Share on Pinterest	Marketing			
21	Share demo video on pinterest	Marketing			

These tables are automated, you should never edit them.

Table 3: Done Tasks Summary (automated)

Done Tasks Summary					
52% - 12 tasks		Priority		DESC	
#	Task	Category	Priority	Due Date	Status
1	Create Spreadsheet	Product	Urgent		In Prog
3	Fill out example	Product	Low	Wed, Jun 15, 2022	In Prog
4	Create copy for demo video	Demo Video	Low		
17	Record demo video	Demo Video	High	Mon, Apr 11, 2022	50% d
5	Instructions PDF TEXT	Instructions PDF file		Tue, Jun 14, 2022	

The Custom Column:

D	E	F	G
Tasks			
0%			
#	Done	Task	Custom Column Title
1	<input type="checkbox"/>		<input type="button" value="▼"/>
2	<input type="checkbox"/>		<input type="button" value="▼"/>
3	<input type="checkbox"/>		<input type="button" value="▼"/>

Right next to the Task column you will find a “**Custom Column**”.

Initially the drop-downs in this section will be empty. To add elements, scroll all the way to **column V** until you find the “Custom Drop-Down” table.

Add a **title**, (it can be anything you like).

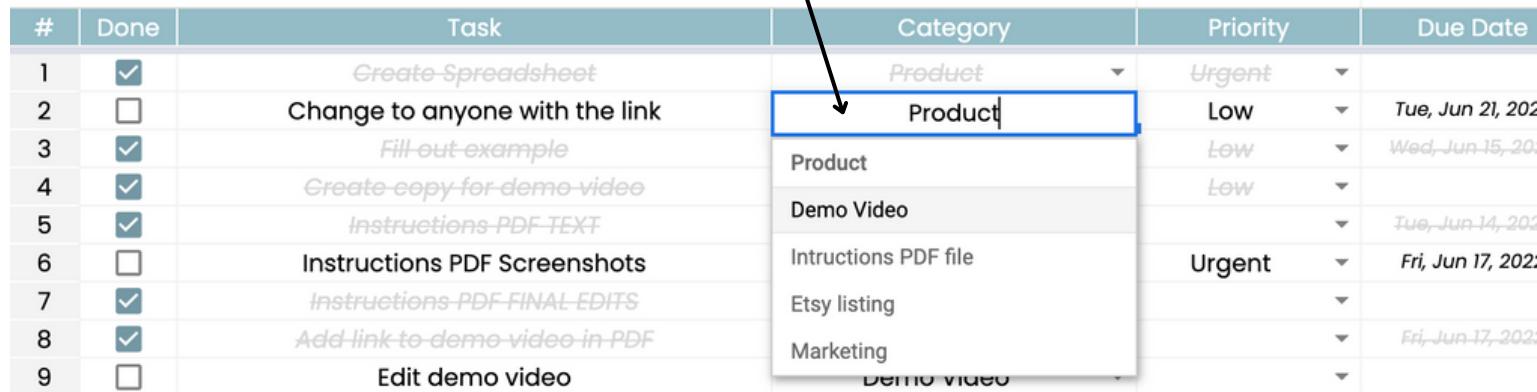
In my example I use Category.

Make a list of the **elements** that will be added into the drop-downs.

There's room for 25 elements.

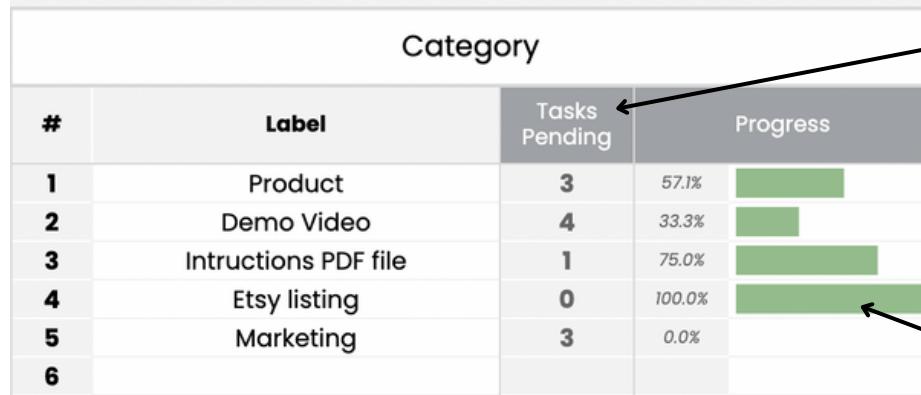
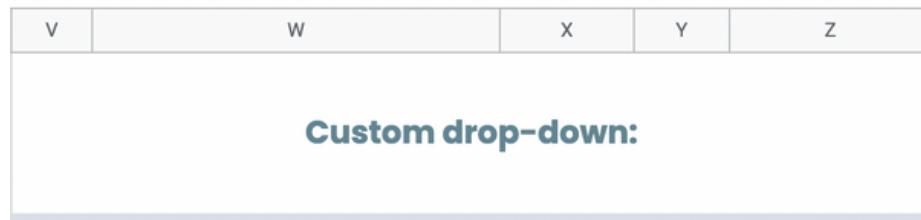
V	W	X	Y	Z
Custom drop-down:				
#	Label	Tasks Pending	Progress	
1	Product	3	57.1%	<div style="width: 57.1%;"></div>
2	Demo Video	4	33.3%	<div style="width: 33.3%;"></div>
3	Instructions PDF file	1	75.0%	<div style="width: 75.0%;"></div>
4	Etsy listing	0	100.0%	<div style="width: 100.0%;"></div>
5	Marketing	3	0.0%	<div style="width: 0.0%;"></div>
6				
7				
8				
9				
10				

When you're done, scroll back to **column G** and you'll notice the "Custom Column" **was updated automatically** using the title and elements you created.



A screenshot of a Google Sheets spreadsheet. The first few columns are labeled '#', 'Done', and 'Task'. The 'Task' column contains various items like 'Create Spreadsheet', 'Change to anyone with the link', etc. The 'Category' column has a dropdown menu open, showing options like 'Product', 'Demo Video', 'Instructions PDF file', etc. An arrow points from the text above to this dropdown menu.

#	Done	Task	Category	Priority	Due Date
1	✓	Create Spreadsheet	Product	Urgent	
2	□	Change to anyone with the link	Product	Low	Tue, Jun 21, 2022
3	✓	Fill out example	Product	Low	Wed, Jun 15, 2022
4	✓	Create copy for demo video	Demo Video	Low	
5	✓	Instructions PDF TEXT	Instructions PDF file	Low	Tue, Jun 14, 2022
6	□	Instructions PDF Screenshots	Etsy listing	Urgent	Fri, Jun 17, 2022
7	✓	Instructions PDF FINAL EDITS	Marketing	Low	
8	✓	Add link to demo video in PDF	Demo video	Low	Fri, Jun 17, 2022
9	□	Edit demo video		Low	



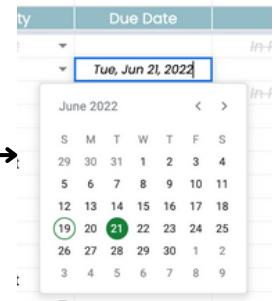
The number of pending tasks corresponding to each element will be shown here.

The automated progress bars allow you to visually track the progress of each element separately.

There's room for up to **1000 tasks**

Tasks			Overdue	Pending	Done	Total Tasks	
#	Done	Task	Category	Priority	Due Date	Status	Days Left
1	✓	Create Spreadsheet	Product	Urgent	Tue, Jun 21, 2022	In Progress	4
2	□	Change to anyone with the link	Product	Low	Wed, Jun 15, 2022	In Progress	-2
3	✓	Fill-out-example	Product	Low	Tue, Jun 14, 2022		-3
4	✓	Create copy for demo-video	Demo Video	Low	Fri, Jun 17, 2022		0
5	✓	Instructions-PDF-TEXT	Instructions-PDF file	Low	Fri, Jun 17, 2022		0
6	□	Instructions PDF Screenshots	Instructions PDF file	Urgent	Fri, Jun 17, 2022		0
7	✓	Instructions-PDF-FINAL-EDITS	Instructions-PDF file	Low			
8	✓	Add link to demo-video in PDF	Instructions-PDF file	Low			
9	□	Edit demo video	Demo Video	Low			
10	□	Demo video cover	Demo Video	Low			
11	□	Upload demo video	Demo Video	Urgent	Fri, Jun 17, 2022		0
12	✓	Create product-cover	Etsy listing	Low			
13	✓	Create product-pitch	Etsy listing	Low			
14	□						

Double click on the Due Date cells
and a Calendar will appear for you →
to select a valid date from.



Add a tasks.

Pick elements from your
“Custom Column”.

Priority and Status drop-down
elements are customized from the
CUSTOMIZE HERE sheet.

The days left are calculated
automatically. **Never edit**
this column directly.

If you select any other option and **forget to write a task**, this cell will highlight in yellow. If you want a row to be considered you should always add a task text.

<input checked="" type="checkbox"/>	Instructions PDF TEXT	Instructions PDF file	▼		
<input type="checkbox"/>		Instructions PDF file	▼	Urgent	▼
<input checked="" type="checkbox"/>	Instructions PDF FINAL EDITS	Instructions PDF file	▼		▼
<input checked="" type="checkbox"/>		Instructions PDF file	▼		▼
<input type="checkbox"/>	Edit demo video	Demo Video	▼		▼

Whenever a task is **overdue** the Due Date cell will highlight in red.

<input type="checkbox"/>	Demo video cover	Demo Video	▼		
<input type="checkbox"/>	Upload demo video	Demo Video	▼	Urgent	▼
<input checked="" type="checkbox"/>	Create product cover	Etsy listing	▼		Fri, Jun 17, 2022

Check this box whenever a task is **done** (*the text will be scratched automatically*).

<input checked="" type="checkbox"/>	Fill out example	Product	▼	Low	▼	Wed, Ju
<input checked="" type="checkbox"/>	Create copy for demo video	Demo Video	▼	Low	▼	
<input checked="" type="checkbox"/>	Instructions PDF TEXT	Instructions PDF file	▼		▼	Tue, Ju

This table will show how many tasks are **Overdue**, **Pending** and **Done**.

It will also show how many tasks you have entered in **Total**.

	H	I	J	K
	Overdue	Pending	Done	Total Tasks
	3	11	12	23
	Priority	Due Date	Status	Days Left
▼	Urgent		In Progress	
▼	Low	Tue, Jun 21, 2022		2
▼	Low	Wed, Jun 15, 2022	In Progress	-4

As soon as you start checking boxes, the **progress bar** will update automatically.



IMPORTANT: Only rows that have text in the "Task" column will be considered.

Tasks are divided, for better visibility, in PENDING and DONE tables.

THESE TWO TABLES ARE AUTOMATED AND YOU SHOULD NEVER EDIT THEM.

Pending Tasks Summary			
Tasks	Order By:	Due Date	
Task	Category	Priority	Due Date
Demo video	Demo Video		
video cover	Demo Video		
op in demo video	Marketing		
on Pinterest	Marketing		
video on pinterest	Marketing		
valid option selected	Product	Low	
en filter not used	Product		
PDF Screenshots	Instructions PDF file	Urgent	Fri, Jun 17, 2022
demo video	Demo Video	Urgent	Fri, Jun 17, 2022
k to example	Demo Video	Urgent	Fri, Jun 17, 2022

Done Tasks Summary			
52% - 12 tasks		Priority	
Task	Category	Priority	Due Date
Create Spreadsheet	Product	Urgent	
Fill out example	Product	Low	Wed, Jun 15, 2022
Create copy for demo video	Demo Video	Low	
Record demo video	Demo Video	High	Mon, Apr 11, 2022
Instructions PDF TEXT	Instructions PDF file		Tue, Jun 14, 2022
Instructions PDF FINAL EDITS	Instructions PDF file		
Add link to demo video in PDF	Instructions PDF file		
Create product cover	Etsy listing		
Create product pitch	Etsy listing		
Final functionality check	Product		
Empty for blank copy	Product		
Upload listing	Etsy listing		

You can use these drop-downs to sort the table using any of the available columns in **ASC**ending or **DESC**ending order.

Done Tasks Summary			
2 tasks	Priority	DESC	Status
Task	Category	#	
Create Spreadsheet	Product	Task	In Progress
Fill out example	Product	Category	In Progress
Create copy for demo video	Demo Video	Priority	50% done
Record demo video	Demo Video	Due Date	
Instructions PDF TEXT	Instructions PDF file	Status	
Instructions PDF FINAL EDITS	Instructions PDF file		
Add link to demo video in PDF	Instructions PDF file		

Whenever you mark a task as **DONE**, it will be moved automatically to the **DONE** table.

The Highlight Filters:

This section will allow you to **highlight specific rows** depending on the filters you select.

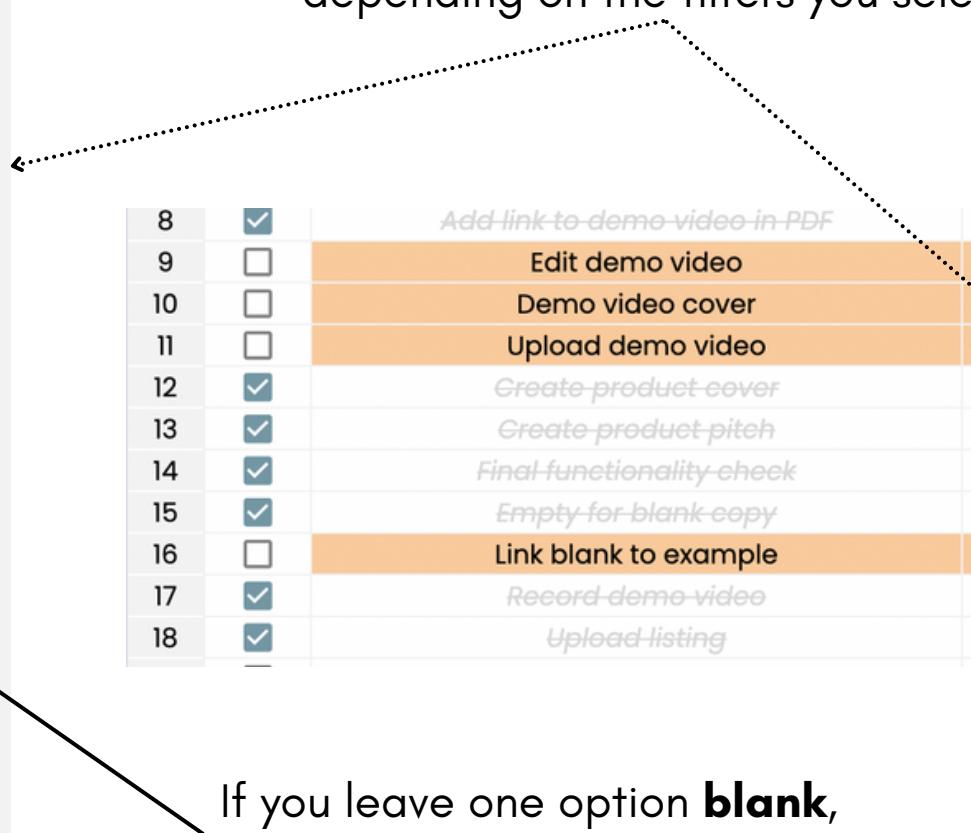
Highlight Filters:

Category
Demo Video

Priority
High

Status

Due Date



A dotted arrow points from the 'Category' filter dropdown to the first column of the table, which contains numerical IDs (8 through 18). Another dotted arrow points from the 'Priority' filter dropdown to the second column, which contains task descriptions. A solid black arrow points from the 'Status' filter dropdown to the third column, which contains 'Instructions PDF file' names. A solid black arrow also points from the 'Due Date' filter dropdown to the fourth column, which contains dates.

8	<input checked="" type="checkbox"/>	Add link to demo video in PDF	Instructions PDF file
9	<input type="checkbox"/>	Edit demo video	Demo Video
10	<input type="checkbox"/>	Demo video cover	Demo Video
11	<input type="checkbox"/>	Upload demo video	Demo Video
12	<input checked="" type="checkbox"/>	Create product cover	Etsy listing
13	<input checked="" type="checkbox"/>	Create product pitch	Etsy listing
14	<input checked="" type="checkbox"/>	Final functionality check	Product
15	<input checked="" type="checkbox"/>	Empty for blank copy	Product
16	<input type="checkbox"/>	Link blank to example	Demo Video
17	<input checked="" type="checkbox"/>	Record demo video	Demo Video
18	<input checked="" type="checkbox"/>	Upload listing	Etsy listing

If you leave one option **blank**, that section will be **ignored**.

As you keep adding filters, the highlighted rows will become more specific.

Highlight Filters:	1	<input checked="" type="checkbox"/>	Create Spreadsheet	Product	Urgent	In Progress
	2	<input type="checkbox"/>	Change to anyone with the link	Product	Low	Tue, Jun 21, 2022
	3	<input checked="" type="checkbox"/>	Fill out example	Product	Low	Wed, Jun 15, 2022
	4	<input checked="" type="checkbox"/>	Create copy for demo video	Demo Video	Low	
	5	<input checked="" type="checkbox"/>	Instructions PDF TEXT	Instructions PDF file		Tue, Jun 14, 2022
	6	<input type="checkbox"/>	Instructions PDF Screenshots	Instructions PDF file	Urgent	Fri, Jun 17, 2022
	7	<input checked="" type="checkbox"/>	Instructions PDF FINAL EDITS	Instructions PDF file		
	8	<input checked="" type="checkbox"/>	Add link to demo video in PDF	Instructions PDF file		Fri, Jun 17, 2022
	9	<input type="checkbox"/>	Edit demo video	Demo Video		
	10	<input type="checkbox"/>	Demo video cover	Demo Video		
	11	<input type="checkbox"/>	Upload demo video	Demo Video	Urgent	Fri, Jun 17, 2022
	12	<input checked="" type="checkbox"/>	Create product cover	Etsy listing		
	13	<input checked="" type="checkbox"/>	Create product pitch	Etsy listing		
	14	<input checked="" type="checkbox"/>	Final functionality check	Product		
	15	<input checked="" type="checkbox"/>	Empty for blank copy	Product		
	16	<input type="checkbox"/>	Link blank to example	Demo Video	Urgent	Fri, Jun 17, 2022
	17	<input checked="" type="checkbox"/>	Record demo video	Demo Video	High	Mon, Apr 11, 2022
	18	<input checked="" type="checkbox"/>	Upload listing	Etsy listing		50% done

IMPORTANT: For a row to be highlighted, it will have to match every one of the options you selected.

If you leave a filter option blank, that section will be ignored. Only filters with valid options selected will be considered.

Tasks that are marked as DONE will NOT be highlighted in the tasks table. **Only PENDING tasks will be highlighted.**

Highlight Filters:					
Category					
Instructions PDF file		1	✓	Create Spreadsheet	Product
Priority		2	✓	Change to anyone with the link	Product
Status		3	✓	Fill-out example	Product
Category		4	✓	Create copy for demo video	Demo Video
Instructions PDF file		5	✓	Instructions PDF TEXT	Instructions PDF file
Priority		6	✓	Instructions PDF Screenshots	Instructions PDF file
Status		7	✓	Task I	Instructions PDF file
Category		8	✓	Add link to demo video in PDF	Instructions PDF file
Priority		9	✓	Edit demo video	Demo Video
Status		10	✓	Demo video cover	Demo Video
Category		11	✓	Upload demo video	Demo Video
Priority		12	✗	Create product cover	Instructions PDF file
Status		13	✓	Create product pitch	Etsy listing

Matching rows in the PENDING and DONE tables will also be highlighted.

PERSONAL	Pending Task			Done Tasks Summ		
	48% - 11 tasks		Order By:	52% - 12 tasks		Category
Highlight Filters:	#	Task	Category	#	Task	Category
Category	9	Edit demo video	Demo Video	1	Create Spreadsheet	Product
Demo Video	10	Demo video cover	Demo Video	3	Fill out example	Product
Priority	19	Add link to shop in demo video	Marketing	4	Create copy for demo video	Demo Video
	20	Share on Pinterest	Marketing	17	Record demo video	Demo Video
	21	Share demo video on pinterest	Marketing	5	Instructions PDF TEXT	Instructions PDF file
	22	Highlighted if invalid option selected	Product	7	Instructions PDF FINAL EDITS	Instructions PDF file
	23	Gray out when filter not used	Product	8	Add link to demo video in PDF	Instructions PDF file
	6	Instructions PDF Screenshots	Instructions PDF file	12	Create product cover	Etsy listing
	11	Upload demo video	Demo Video	13	Create product pitch	Etsy listing
	16	Link blank to example	Demo Video	14	Final functionality check	Product

If you want to change the highlight color, please watch the **DEMO VIDEO**.

You will only be able to select **ONE** highlight color for each table.

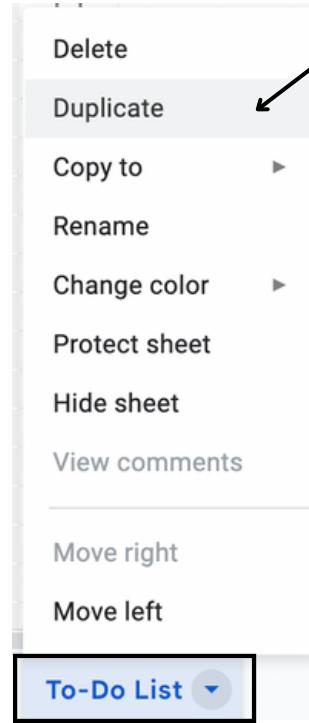
Part 3:

Adding New To-Do Lists

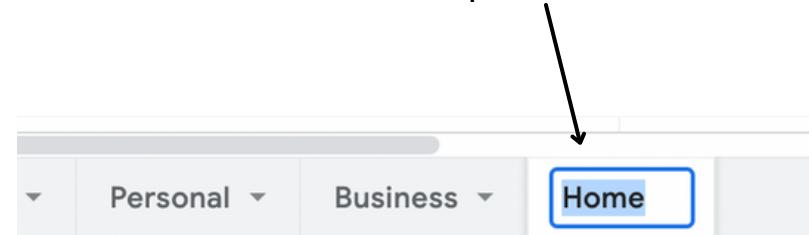
Create as many copies of the
to-do list as you like.

To create new To-Do Lists ...

Step 1: Right click on the To-Do List **sheet name** and select the option "Duplicate".



Step 2: Rename the new To-Do List by double clicking on the sheet name and typing in a new name. You can also right click and select the option "Rename".



Step 3: You can change the to-do list title as well.

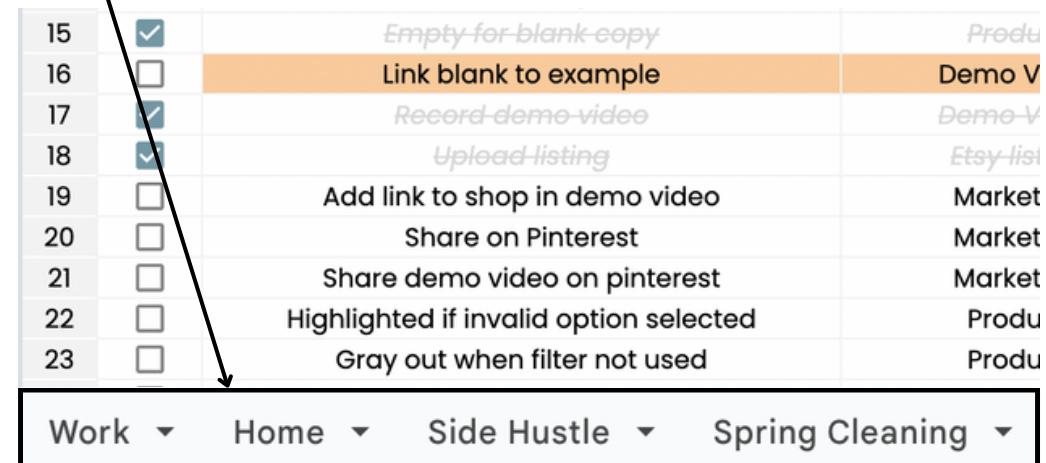
A screenshot of a Google Sheets spreadsheet. The title of the sheet is 'PERSONAL'. The table has columns for #, Done, and Task. Row 1: #1, Done (checkmark). Row 2: #2, Done (empty box). Row 3: #3, Done (checkmark). Row 4: #4, Done (empty box). Below the table are 'Highlight Filters:' and 'Category' buttons.

#	Done	Task
1	<input checked="" type="checkbox"/>	Create-Space
2	<input type="checkbox"/>	Change to any-
3	<input checked="" type="checkbox"/>	Fill-out-e
4	<input type="checkbox"/>	...

Create as many copies of the to-do list as you like, to keep different aspects of your life separate.

Examples:

- Personal - Business - Home
- Important - Nice to Have
- School - Work - Home
- Goal 1 - Goal 2 ...
- 1 tab per Client
- 1 tab per Project
- 1 tab per Month
- 1 tab per Week ... **You decide!**



The image shows a digital to-do list interface. At the top, there is a grid of 9 rows and 4 columns. The first three columns represent date (15, 16, 17) and task details, while the fourth column represents a category. Row 15 has a checked checkbox in the first column and the text "Empty for blank copy" in the second. Row 16 has an unchecked checkbox and the text "Link blank to example". Rows 17 through 23 each have an unchecked checkbox and a descriptive text entry: "Record demo video", "Upload listing", "Add link to shop in demo video", "Share on Pinterest", "Share demo video on pinterest", "Highlighted if invalid option selected", and "Gray out when filter not used". The fourth column contains category names: "Produ" (row 15), "Demo V" (row 16), "Demo V" (row 17), "Etsy list" (row 18), "Market" (row 19), "Market" (row 20), "Market" (row 21), "Produ" (row 22), and "Produ" (row 23). Below the grid is a horizontal filter bar with four dropdown menus: "Work", "Home", "Side Hustle", and "Spring Cleaning". A black arrow points from the text "Create as many copies of the to-do list as you like, to keep different aspects of your life separate." towards the "Empty for blank copy" cell in the grid.

15	<input checked="" type="checkbox"/>	Empty for blank copy	Produ
16	<input type="checkbox"/>	Link blank to example	Demo V
17	<input checked="" type="checkbox"/>	Record demo video	Demo V
18	<input checked="" type="checkbox"/>	Upload listing	Etsy list
19	<input type="checkbox"/>	Add link to shop in demo video	Market
20	<input type="checkbox"/>	Share on Pinterest	Market
21	<input type="checkbox"/>	Share demo video on pinterest	Market
22	<input type="checkbox"/>	Highlighted if invalid option selected	Produ
23	<input type="checkbox"/>	Gray out when filter not used	Produ

Work ▾ Home ▾ Side Hustle ▾ Spring Cleaning ▾

Make sure to keep an **empty to-do list tab** as your “blank original”. You can use it to create new copies without having to delete existing information.

Important:

Each custom drop-down is **UNIQUE** to the corresponding tab. You can change the title and elements in one to-do list tab without affecting any of the other tabs.

Category			
#	Label	Tasks Pending	Progress
1	Product	3	57.1%
2	Demo Video	4	33.3%
3	Instructions PDF file	1	75.0%
4	Etsy listing	0	100.0%
5	Marketing	3	0.0%
6			
7			
8			
9			
10			
11			

... as opposed to the “Priority” and “Status” drop-down elements, which are **SHARED** between all the new to-do list tabs you create.

Priorities		Status	
1	Urgent	1	Paused
2	High	2	In Progress
3	Medium	3	50% done
4	Low	4	Needs Attention
5		5	
6		6	
7		7	
8		8	
9		9	
10		10	
		11	
		12	
		13	
		14	
		15	



That's all! Thank you for making it this far!

If you have any questions please feel free to contact me.

I'm always happy to talk to you and help!

You can **message me** or send me an email to:

hello@thinklikeagirlboss.com



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