HOW TO MAKE YOUR LIFE EASIER WITH 5 SPREADSHEETS* 📈

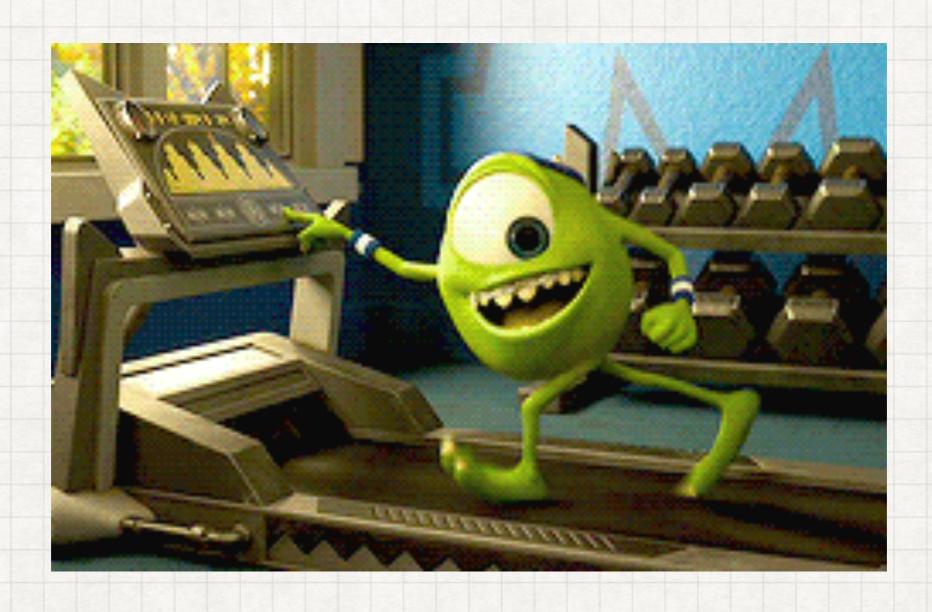# WAIT, SPREADSHEETS!?

I can't look

DON'T WORRY

1. PACKING LIST 💼

	A	B	C	D	E
1	type	days	item	number needed	packed
2	1	5	passport/id	1	
3	1	5	itinerary/boarding pass	1	
4	1	5	jeans	3	
5	1	5	long-sleeved dress shirts	5	
6	1	5	hoodie	1	
7	1	5	cardigan	1	
8	1	5	socks	5	
9	1	5	underwear	6	
10	1	5	gloves	1	
11	1	5	jacket	1	
12	1	5	scarf(s)	2	
13	1	5	running shoes	1	
14	1	5	running shirt	2	
15	1	5	running pants	2	

2. CONTACTS

Name	Title	Organization	Purpose	Number	Email
Fake Name	ACHA cor	American Coll	health officials	121212	fake@gmail.
First Name	Assistant	Seton Hall Uni	financial aid	121212	this is fake@
Last Name	Assistant	Widmeyet	research	121	youthoughtl
Fake Name	Associate	The Hatcher G	research	121	justkidding@
First Name	Associate	Center for Am	research	1.3E+07	whywouldyo
Last Name	Associate	Roosevelt Inst	research	#######	fakeemail@g
First Name	Associate	University of N	faculty issues	#######	yourfavorites
Last Name	CFO/form	Colorado State	athletics	2.3E+07	fake123@gm
Fake Name	Chair, Vad	American Coll	health officials	#######	fakeemail@

3. PORTFOLIO

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Date	Project	Cobyline	Database	Link
8/17/15	CHE Almanac:enrollment			http://chronicle.com/a
8/28/15	CHE Minimum wage work	x		http://chronicle.com/a
10/1/15	CHE Default Rates	x		http://chronicle.com/a
11/15/15	CHE The 10 Billion Sports Tab	x	x	http://chronicle.com/in
12/6/15	CHE Exec Comp Private 2013		x	http://chronicle.com/in
12/16/15	10 coaches pay	x		http://chronicle.com/a
1/24/16	As Sports Programs Get Richer, Few G	x		http://www.chronicle.c
1/27/16	Colleges Raised 1.2 bilion in Donations	x		http://www.chronicle.c
6/2/16	German: Nursing Home guide			https://correctiv.org/re

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4. FOOD 🍦

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	A	B	C	D	E	F
	Date	Time	Neighborhoo	Place	Flavor	
	5/22/16	17:00	Prenzlauer berg	Hokey Pokey	Hokey Pokey	
	6/11/16	18:00	Prenzlauer berg	Hokey Pokey	Chocolate	
	7/1/16	18:00	Prenzlauer berg	Hokey Pokey	Hokey Pokey, Chocolate	
	7/3/16	18:00	Prenzlauer berg	Kauf Dich Glücklich	Chocolate	
	7/5/16	17:00	Prenzlauer berg	Carmello	Vanilla	
	7/6/16	18:00	Prenzlauer berg	Hokey Pokey	Chocolate	

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5. TRIP LIST ✈️

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Year	Start Date	End Date	Trip	Purpose	Going to	Leaving From	Miles
2015	3-Nov	9-Nov	Mozfest	conference	London, United Kingdom	Washington, DC	7337.44
2016	31-Jan	5-Feb	Onboarding fellowship	conference	Miami, FL	Colonia, NJ	6053.8
2016	5-Feb	12-Feb	1st trip to Berlin	life stuff	Berlin, Germany	Miami, FL	3989.3
2016	9-Mar	13-Mar	NICAR	conference	Denver, CO	Colonia, NJ	3229.92
2016	2-Apr	5-Apr	Rome	fun	Rome, Italy	Berlin, Germany	842
2016	5-Apr	10-Apr	International Journalism Festival	conference	Perugia, Italy	Rome, Italy	842
2016	4-May	8-May	Periodismo de datos	conference	Madrid, Spain	Berlin, Germany	2325.46
2016	2-Jun	5-Jun	DataHarvest	conference	Mechelen, Belgium	Berlin, Germany	590
2016	12-Jun	20-Jun	IRE	conference	Frankfurt, Germany	Newark, NJ	10198
2016	24-Jul	30-Jul	SRCCON	conference	Portland, OR	Berlin, Germany	10730
2016	6-Aug	14-Aug	Paris	fun	Paris, France	Berlin, Germany	1084
2016	21-Aug	4-Sep	Hacks/Hackers Media Party	conference	Buenos Aires, Argentina	Berlin, Germany	14804
2016	18-Sep	20-Sep	Essen	conference	Essen, Germany	Berlin, Germany	483
2016	20-Sep	30-Sep	Investigating Asia Conference	conference	Kathmandu, Nepal	Frankfurt, Germa	9745
2016	1-Oct	3-Oct	Prague	fun	Prague, Czech Republic	Berlin, Germany	432
2016	7-Oct	9-Oct	Data SKUP	conference	Oslo, Norway	Berlin, Germany	1096
2016	26-Oct	1-Nov	MozFest	conference	London, United Kingdom	Berlin, Germany	1181

OTHER IDEAS 🎈

- Days off
- Gift lists
- Party planning
- Bucket list
- Vacation planning

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SO MANY POSSIBILITIES

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AND THE BEST PART

STOP THIS! 🗑️ 🔥

	A	B	C	D	E	F
1	unique id	total3	total2	namef	namel	other1
2	1	64328	392902	Sam	Smith	738393
3	2	42910	2048349	Bob	Miller	28102
4	3	27293	2302938	Sandhya	Kambhampa	1281912
5	4	91213	2392302	Sam	Jones	12182913
6	5	42323	23826	Nikil	Patel	4289328943
7	6	492303	3422	Samantha	Smith	32849
8	7	23900	3423422	John	Doe	29401

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A	B	C	D	E	F	G
ID	Player	Date_of_birth	Day	Month	Year	Age
1	Sergio Romero	2/22/87	22	February	1987	29
2	Nahuel Guzmán	2/10/86	10	February	1986	30
3	Mariano Andújar	7/30/83	30	July	1983	33
4	Pablo Zabaleta	1/16/85	16	January	1985	31
5	Martín Demichelis	12/20/80	20	December	1980	35
6	Marcos Rojo	3/20/90	20	March	1990	26
7	Nicolás Otamendi	2/12/88	12	February	1988	28
8	Ramiro Funes Mori	3/5/91	5	March	1991	25
9	Facundo Roncaglia	2/10/87	10	February	1987	29
10	Gabriel Mercado	3/18/87	18	March	1987	29
11	Emmanuel Más	1/15/89	15	January	1989	27
12	Mateo Musacchio	8/26/90	26	August	1990	25
13	Javier Mascherano	6/8/84	8	June	1984	32
14	Ángel Di María	2/14/88	14	February	1988	28

KNOWING HOW TO FORMAT

	A	B	C	D	E	F
1	unique_id	total_debt	total_revenue	first_name	last_name	taxes
2	1	64328	392902	Sam	Smith	738393
3	2	42910	2048349	Bob	Miller	28102
4	3	27293	2302938	Sandhya	Kambhampa	1281912
5	4	91213	2392302	Sam	Jones	12182913
6	5	42323	23826	Nikil	Patel	4289328943
7	6	492303	3422	Samantha	Smith	32849
8	7	23900	3423422	John	Doe	29401

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A FEW TIPS…

‣ Keep the same format across your spreadsheet (ex: number vs text)
‣ Don't use comments or colors in cells; instead use flags!
‣ Structure numbers the same (ex: thousand separator)

THANK YOU!
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BIT.LY/
ESSENSPREADSHEETS