



HOUSE OF FABROSANZ

HOW TO LOG AND TRACK YOUR DAILY PROGRESS EFFECTIVELY

Team Training Manual: Daily Task Reporting Tracker

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System Overview



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Master List (Right Side)

Located in columns H–L, the Ongoing Tasks Master List is where each project is registered once. It serves as your central reference for all active and completed tasks.

Preserve History

Never overwrite existing entries. Each daily update should be logged as a new row to maintain a complete and accurate record of task progress over time.

Daily Status Log (Left Side)

Located in columns B–F, the Daily Status Log is updated every day. Add a new row for each project update to preserve a full history of progress and blockers.

Avoid Overwrites

Columns K and L in the Master List are automated — do not type in them directly. All updates flow automatically from the Daily Status Log via built-in formulas.

Workflow A: Registering New Projects

Adding projects to the Ongoing Tasks
Master List (Right Side: Columns H–L)

Step 1: Navigate to the Master List

Scroll right to columns H–L, labeled as the Ongoing Tasks Master List. This is where each project is registered once as a permanent record.

Step 2: Fill In Project Details

Find the first empty row below the headers. Enter the Task Name (column H), Start Date (column I), and Priority level (column J) for the new project.

⚠ Step 3: Leave Columns K and L Blank

Do NOT type in columns K (Latest Status) or L (Latest Note). These are automated — formulas pull the most recent daily log entries automatically. Manual entries will break the tracker.



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Workflow B – Daily Check-In

Log your daily progress in the left-side status columns

Step 1: Navigate to Daily Status Log

Go to columns B–F (Daily Status Log). Locate the first empty row below the last entry to begin your daily update.

Step 2: Fill In Required Fields

Enter Date (B), select Task Name from the dropdown (C), set Priority (D). Use the dropdown menus to ensure consistent data entry across the team.

Step 3: Add Status & Notes

Fill in Status (E) and Notes & Blockers (F). For multiple projects in one day, add a new row per project using the same date. Never skip the notes field if a task is blocked.



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How Automation & KPIs Work

Formulas and dashboards work together to keep your tracker accurate and up to date without manual effort

Auto-Updated Master List

Formulas automatically pull the latest daily status and notes from the left-side log into columns K (Latest Status) and L (Latest Note) on the Master List. Never type in these cells.

KPI Scorecard Tracking

The top rows automatically track key metrics: Total Tasks, Active Tasks (In Progress), Blocked Tasks, Completed Tasks, and overall Completion Rate — all updated in real time.

Dashboard Updates Automatically

No manual refresh is needed. As long as daily entries are logged consistently in columns B–F, all KPI values and Master List statuses update themselves to reflect the latest data.



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Team Rules & Best Practices

Maintaining Data Quality and Effective Daily Reporting

Specify Blockers Clearly

Always include clear and specific details about any blockers in the Notes & Blockers column (F). Vague entries reduce team visibility and delay resolution.

Never Type in Formula Cells

Do NOT manually enter data in the KPI Scorecard rows or in the Latest Status (K) and Latest Note (L) columns. These are automated — overwriting them will break the tracker.

Thank You & Questions

Update your log every day to preserve a complete history of progress. Consistent entries keep the team aligned and KPIs accurate. Thank you for following this manual — please reach out with any questions!



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