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This post may contain affiliate links. Privacy Policy. Follow us on PINTERESTUse this simple but powerful free Google Sheets Christmas gift shopping will save you time and money. Plus, it makes shopping for Christmas gifts so much easier. And I should know because I use it every year to organise my gift shopping. Just like everything in life, being organised and having a plan is the best way of making sure you do something efficiently. None of us want to spend more time than we need on Christmas shopping, and it is easy to go over budget. So it really does pay to keep track of spending, both by setting a budget up front and then tracking the actual amount you spend on each gift. This Google Sheets template is a reliable way of planning gifts for everyone, sticking to a budget and keeping track of shipping dates and links back to the sites or apps that you bought through. The Tracker I really like using Google Sheets for all my organising and budget tracking. They are super simple to use, and theyre also really easy to use on the go with the Google Sheets app. The Google Sheets app. The Google Sheets app. The Have created allows you to set an overall budget for your Christmas gift shopping. You can then use the planner to set individual budgets for each gift you plan to buy. You can also note what you plan to buy and the store you plan to buy, and the planner will then show you have left from both the individual budget and the overall gift budget you set. This way, you can decide as you go along whether you want to increase someone elses budget, buy an extra gift for someone or simply make a saving on your overall budget. Related: The Ultimate Christmas to-do list (free printable) The balance will keep you on track, and if you end up making savings on one gift, you know you have that money to spend on another gift or to simply bank as a saving. Simply click the image of the Google Sheet or link below it to download it. You will be prompted to make a copy of the google sheet, so go ahead and make the copy (see instructional image below) Click to download: Free Christmas Gift Planner Google Sheet How to copy the document: Click on the blue Make A Copy button. The document will be recreated in your Google Drive. You can rename it to whatever you want to call it. How to copy Google Sheet Related: The Five Gift Rule and how it works Book time into your calendar to do your gift shopping. I always tend to go for the end of November, ideally at some point in the week leading up to and including Black Friday. That way, I know two things: All my gift shopping is done and dusted in plenty of time for Christmas. Ive given myself the best chance to snap up bargains and get the bargains an think youll need accordingly. I usually allow a good half-day for online shopping and a day for visiting the shops. My big piece of advice is to do the online shopping offers the benefit of having everything delivered versus carrying heavy bags around a shopping mall. Start with the gifts where you know exactly what you want to buy. For example, a particular lipstick from a beauty brand or a particular kids toy. I tend to follow this process for each gift: Do a quick Google search to see if you can spot any special offers. Establish which online stores stock the product and at which prices Compare shipping costs Visit a couple of voucher code sites to see if there are any special Christmas promo codes. I tend to always visit one I know I can trust, which is Vouchercodes.co.uk. Ive also got the Vouchercodes App. Update the shop column with the online store youre planning to buy from and note any voucher codes. Dont buy until you have noted everything youre going to buy from a particular store to maximise on free or reduced shipping. When you know the kind of thing you want to buy but dont yet know the exact gift, your first mission needs to be for inspiration. Heres what I tend to do to nail down a gift idea: A quick trip to Pinterest to search for gift inspiration create a gift board; you can make it a secret board to keep prying eyes away. Google search phrases gift ideas for mums, wooden toy gifts for 2-year-old I also tend to pin ideas to my secret Pinterest board. Wake a note of the gift ideas on the planner, along with where to buy them. Revisit the steps for buying an exact gift above to double-check for the best price / overall cost, including shipping Once you have your plan complete for all your online shopping, get buying. Group gifts by online store to maximise on free or discounted shipping. Finally, make sure youve updated the actual cost column and check the total amount in the balance column. Then, youll have a clear idea of whether youve overspent, underspent or are on target. PIN TO SAVE: Google Sheets Christmas list templateHello, Im Luci, founder of Mums Make Lists. The site is full of useful and fun ideas for life and seasonal celebrations. Plus a growing selection of instantly downloadable fun printables and party planners. Read more. In this article, Ill show you the best free Google Sheets budget templates for Google SheetsNot sure how to create a spreadsheet for your budgeting goals? Dont worry! Ive compiled some of the best template for Google Sheets Access. All you have to do is download a copy, fill out the necessary details, and youre done!1. Zero-Based Budgeting Template for Google Sheets Access TemplateOne popular budgeting technique is the idea of zero-based. Its a very popular way to organize personal finances, and the concept is simple. With a zero-based budget, you allocate all your net income into planned expenses until their difference becomes zero. This is a great way to ensure your hard-earned funds are spent wisely. More importantly, a zero-based budget template helps plan for savings goals. Note that you can also use it for business transactions. Lets say you have a startup capital of \$20,000 for your soap business. Youd list all crucial operational expenses (like material acquisition, logistics, and marketing). Youll continue until the budget is exhausted. Our zero-based budgeting template is easy to use, displaying the total income youve generated and comparing it against the total allocated funds. Youll also see the remaining balance that youll need to divide further. Best of all, you can use it for business and individual budgeting!2. Simple Business Budgeting Template for Google SheetsAccess TemplateOne of the most important aspects of any business is how its funds flow (i.e., money generated, spent, gained). If youre in the early years of your enterprise, organizing your income and expenses in a simple budget sheet will provide clearer insight into budget strategy. Its an essential part of any business plan, and a balanced budget also helps small-business owners plan for the future. To use this budget template, divide your operating income and expenses into separate categories, and enter each into the Income rows. You can even connect this to another sheet, so it automatically pulls data. Of course, static figures would turn this into a printable budget spreadsheet Google Sheets template instead. Whether you use it online or offline, its a good fit for small businesses with multiple streams of income. Start by listing the money received from various income sources. This might include your numbers. Since this simple Google Sheets budget template is customizable, feel free to include the company name and year for a more official-looking report. 3. Google Spreadsheet Budget Template is customizable, feel free to include the company name and year for a more official-looking report. 3. Google Spreadsheet Budget Template is customizable, feel free to include the company name and year for a more official-looking report. 3. Google Spreadsheet Budget Template for StudentsAccess Template for St quickly. And, if youre familiar with the power of compounding interest, youll understand why thats such an appealing idea. Being responsible for your finances can be a bit overwhelming initially, but you should know that budgeting doesnt have to be complicated. In our student-friendly Google Sheets budget template, start by listing your total income. That might include part-time work, scholarship grants, internship stipends, or even an allowance from especially generous parents. Next, include your regular expenses to create a more comprehensive budget planner. Our free budget spreadsheet features four phases (from semester 1 to 4), categorizing the expenses you typically require as a student. That means youll have somewhere to include tuition payments, anticipated book costs, and any other planned educational expenses. 4. Simple Household Budgeting TemplateAccess Tem where this one comes in. This free budget spreadsheet lets you determine your remaining funds after buying all your living expenses. It comes pre-filled with regular housing expenses (e.g., property tax, mortgage), kids school costs, groceries, auto payments, utilities, and more. Theres also a section for allocating money for your wants and investments. Weve also built our own custom budgets for our own families using this template. In our personal breakdowns, we added additional spend categories for savings goals. You may want to edit this Google Sheets budget template to include a house fund, travel fund, or education fund. 5. Monthly Budget Template for Google Sheets Access TemplateThis monthly expenses spreadsheet is a simple template thats divided into different categories. It comes pre-populated with common budget elements (e.g., income, rent), but its easy to customize them to suit your specific financial needs and priorities. Like our other templates, this free Google Sheets template includes formulas to automatically calculate totals for your income plus expenses under each category. This should provide a much clearer overview of your personal monthly budget. Pro tip: This template for Google Sheets Access Template This free weekly budget template is a simple, user-friendly document. As you incur expenses throughout the week, record the amounts spent under each category. This template helps you monitor your spending in real-time and stay within your budget limits. There are dedicated cells to enter expenses and multiple sources of income (e.g., salary, freelance). The template utilizes built-in formulas to automatically calculate the total income, total expenses, and balance for each week. We recommend this weekly template for efficiently managing your finances, staying accountable to your finances, staying accountable to your finances. calendar budget template is a versatile, user-friendly tool designed to help you track your annual finances. Each month, youll input your income and budget amounts into dedicated categories. With built-in formulas, this document automatically calculates totals for each categorys planned and actual expenses. This eliminates manual calculations and ensures more accurate budget tracking. The template also includes a summary that consolidates data from each monthly sheet, adding a holistic view of your yearly financial progress at the bottom. Use this template as a personal, family, or business spreadsheet! Related: Top 10 Google Sheets Calendar Templates How to Create a Custom Budget SpreadsheetThe following annual template is comprised of monthly earnings, expenses (e.g., rent, utilities, vehicle payments), budget, and savings from January to December. Calculating Monthly Budget Fill in all your data in the template sheet. Calculate the total earnings using the =SUM function Drag the function forward to all other cells. Calculate the actual spent value using the =SUM function Drag the function forward to all other cells. Use the =MINUS function brag the function forward to all other cells.Conditional FormattingIn line 17 (in the above screenshot), youll notice that surplus and deficit automatically change color. Deficits turn red and surpluses turn green, thanks to conditional Formatting. When the =MINUS function. Youve officially set up a budget spreadsheet of your own! Video Explainer: Making a Budget Template in Google SheetsI made this video to show the whole process. It shows how I built my template and how you can build yours too. What Is a Budget Template? Without a way to organize financial information, its challenging to keep an eye on funds. A budget template is a file used to track your spending habits and income, as well as plan your finances (which is usually more appropriate for longer-term forecasts). Simply put, a budget template? If youre struggling to balance finances, a budget spreadsheet goes a long way to identify potential reckless spending. Its also great for individuals who want to organize their finances, get in the black, or start a business. Maybe you need to start saving for retirement. Maybe you need to set aside extra cash for potential emergencies. Whatever the reason, financial transparency is the key!Benefits of Using a Google Sheets Budget TemplateAdmittedly, these benefits really depend on how you use your money flow.Automated computations: Google Sheet budget templates often include built-in formulas that automatically update as details are entered or modified (e.g., instant sums, percentage of total income). Collaboration features: Google Sheets supports easy sharing and collaboration. This is ideal if you need a partner or team to assist with budgeting. Setting spending limits: If youre using a zero-based budgeting template, youve already allocated every dollar in your wallet and account. This visualization will help you avoid going over the set amount. Reaching your financial goals: A budgeting spreadsheet template can go a long way to accumulate savings. Related: Want to increase your salary? Coursera online classes can take your skills to the next level!What Should a Good Budget Template Have?There arent really specific benchmarks for budget templates. They can be as simple as listing your expected salary minus the few general payments you have to make. But if youre planning to create your own budget spreadsheet, here are some nice-to-haves that the best budget templates for Google Sheets should include: Specific categories for your income and expenses: Track your outflow and inflow of money, brainstorm possible money sources, and keep tabs on important payments. Functions and formulas: Create a template that automatically calculates the funds youve spent and gained. This keeps you from adding the funds one by one. Colors for separate categories: While this is optional (and relies on your preferences), you may want a template that utilizes different colors for separate category. Frequently Asked Questions Does Google Sheets Have a Budget Template? Yes, Google Sheets has a few budget templates to choose from. In the template gallery, scroll to the Personal category. There are only two options available for you to choose from: Monthly and annual budgeting. If these dont meet your requirements, its easy to create a customized template or download one of our pre-made templates above! Is Google Sheets Good for Budgeting? Generally speaking, spreadsheets are excellent for managing your finances. Google Sheets, however, is a free budgeting app that allows for easy collaboration and sharing with colleagues. How Do I Create a Budget in Google Sheets budget in Google She can even customize them to suit your personal financial goals. Can You Use Excel to Create a Budget? Yes, you can use any spreadsheet software to track your finances. Like Google Sheets, there are multiple Excel budget Template? Yes, there are several free budget templates. While my top picks are all Google-based (choose a free budget tracker in Google Sheets above), I also recommend checking out Excel, Notion, and Smartsheet. Final Thoughts Managing your money in a clear and organized manner is one of the most important elements for individuals and businesses alike. To gain more control of your finances, one of these Google Sheets budget template! As the holiday excitement ramps up, so does the need for careful financially savvy with our Simple Holiday Budget template! As the holiday excitement ramps up, so does the need for careful financially savvy with our Simple Holiday Budget template! As the holiday excitement ramps up, so does the need for careful financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you! Related: Tis the season to be financially savvy with our Simple Holiday Budget templates is sure to help you. the tree. It's also a lot of expenses. And we know how to turn the process of counting your future expenses into fun. Are you going on vacation to another country, or are you planning one for your clients? Our free Simple Beige Holiday Budget template does both. Any holiday, as well as its organization, requires a sufficient amount of money. Counting a budget for holidays in advance is a good option for those who want to manage their finances in a wise way. How many times did it happen to you that you spent much more money on holiday than expected? The thing is we often miss some significant expenses when counting a holiday budget. There are a lot of things to do when you are planning a vacation. One of them is to manage your budget. How much are you going to spend on food? What is the overall amount you need? Weekends and vacations are great! But, if you want to make a holiday for yourself or your family unforgettable and stay within the budget? We have a handy tool to help you with this task. Do you want to plan a weekend budget or prepare for a holiday? For budget template. Sorry, no templates match the selected filters. Please choose different filters. Any holiday is happiness and joy. However, you need to correctly calculate your budget to give yourself and your loved ones pleasant memories and pastimes. Whether it's a trip, Halloween decorations, a wedding, or you are looking for Christmas budget templates, it's worth getting the allocation right. If you ever had a problem with this nuance, you did not try using the holiday budget templates from TheGoodocs. Our professional templates from top designers, each unique and easy to use, will save you time and printable budgets for any purpose. Ease of customization and use, as well as many other advantages, make our service indispensable for creating any spreadsheets. Make your holiday unforgettable and don't waste time on budgeting with us! Traveling is always fun and interesting. However, travel is always fun and interesting with us! Traveling is always fun and interesting any spreadsheets. Make your holiday unforgettable and don't waste time on budgeting with us! Traveling is always fun and interesting. sure that you have chosen the right budget for your trip, then we recommend using any travel budgeting templates are always the best option to save time and money. Just imagine that you won't need to understand spreadsheet functionalities and built-in instruments, but you'll still get a professional, well-structured, and well-designed budget plan. We have a traveling budget template for any personal or business need. It does not matter if you work in a travel agency or just going on vacation and want to calculate its cost in advance. You will definitely find the right option only with us. How do you like our offer? We advise you to study the list of advantages because of which our clients and visitors prefer our platform! How to create a travel budget template? Creating a travel budget template for any trip is quite simple: Allocate a general budget template? Creating a travel budget template for the entire trip. To do this, you need to decide on the maximum amount of money you are willing to spend on your journey. Enter this amount in the spreadsheet using Google Sheets or Excel. You will start from it when distributing funds. Create expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, food, hotel payments, entertainment on-site, etc. For each expense categories: flights, visas, medical insurance, flights, fli to problems during the trip, but you should be prepared for this too. Want to make the process easier? Our travel budget templates offer a ready-made structure, categories of your expenses, and formulas that will allow you to quickly and effectively distribute your budget. Most templates are free and available in Google Sheets and Excel formats for quick filling! Download or get a copy to start creating a travel budget spreadsheet? Here's how you can cope with this task: Choose an Excel or Google Sheets editor. Excel is well-known among most users, but Google Sheets is completely free, and you can cope with this task: Choose an Excel or Google Sheets editor. Excel is well-known among most users, but Google Sheets editor. can edit your travel budget together with friends and family online. Make sure you have correctly established the amount of your expenses. Try to provide a separate field for everything that you will spend money on in preparation for the trip and during it. Include flights, transfers, accommodation, activities, souvenirs, unexpected expenditures, etc. Add all of the above to your spreadsheet. Be sure to show each category in a separate row and put the planned and actual expenses. After you spend money on the trip, include everything in the table to compare the planned and actual amounts. And most importantly, use our travel budget spreadsheet template. With it, you will have no questions about how to correctly create and fill out such a table. Our spreadsheets offer complete freedom of customization, pre-set expense categories and even formulas. This way, you won't waste your time creating everything from scratch. Pick the appropriate budget template on this page and use it for free. Skip to main content Reddit and its partners use cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies and similar technologies to provide you with a better experience. By accepting all cookies, you agree to our use of cookies and similar technologies to provide you with a better experience. advertising, and measure the effectiveness of advertising. By rejecting non-essential cookies, Reddit may still use certain cookies to ensure the proper functionality of our platform. For more information, please see our Cookie Notice and our Privacy Policy. Get ready for a joyful, debt-free holiday season with this free and easy-to-use Google Sheet Christmas Budget Planner Template. Every year, Christmas brings joybut it also brings financially overwhelmed by the holidays, youre not alone. At Improve Financial Wellness, we know how important it is to stay financially healthy, especially during the holidays. Thats why weve created a simple yet effective Google Sheet Christmas Budget Planner to help you plan your spending, track your expenses, and avoid holiday debt. This planner is perfect for anyone looking to enjoy the season without the financial hangover in January. Copy The Google Sheet Christmas Budget Planner = Success The free Google Sheet Christmas Budget Planner Template is designed to make holiday budgeting easy, efficient, and stress-free. You'll be prepared to: Set Your Budget for Gifts, Decorations, and Other Holiday ExpensesTrack Your Spending and Stay on BudgetPlan for Christmas Cards, Travel, and Holiday MealsAdjust as Needed to Ensure You Stay on TrackWith this simple tool, youll avoid overspending and feel more confident as you manage your holiday finances. Download Your Free Christmas Budget Planner Templates Now! Take the first step toward a debt-free Christmas by downloading the Google Sheet Christmas Budget Planner Template. This easy-to-use planner will help you organize your spending, make informed decisions, and enjoy the holidays without worrying about your credit card balance or post-holiday debt. The Christmas Budget Planner Template will give you peace of mind as you navigate the seasons expenses, allowing you to focus on what truly matterscelebrating with loved ones and creating lasting memories. Access Chirstmas Budget Planner This budget template helps you set a spending limit for gifts. food, travel, and more. You can enter expenses as you go, keeping you on track and preventing overspending. Simply request access HERE and youll be instantly able to copy the template to your own Google account. No! The planner is completely free to download and use! Yes! You can easily adjust the categories to fit your personal holiday spending needs. Absolutely. Whether youre budgeting for a vacation is undoubtedly one of the more exciting budgeting exercises you can do. Even a large family, the planner is flexible and can accommodate any size household. Planning for a vacation is undoubtedly one of the more exciting budgeting exercises you can do. Even a large family, the planner is flexible and can accommodate any size household. business trip can be an occasion to look forward to. However, a lack of proper planning can result in a flop of a holiday or a business trip rather than a fabulous or productive one. But that doesnt have to be you. In this article, we review some of the best Google Sheets travel budget templates to help you prepare for your long-awaited break or business trip! Designed by Vertex42 If your itinerary is going to be jam-packed with lots of stopovers and plenty of travel activities to see and do, the Free Downloadable Travel planning, with a graph that depicts the sum totals of your budget categories so that you can view how these costs are going without necessarily having to go back to the drawing board to establish where you overspend. Designed by Charlie Marchant The Daily Travel Budget Template by Charlie Marchant is an excellent step-by-step guide to use if you have a jam-packed travel trip coming up that requires you to track daily expenses more carefully. Whats unique about this travel budget template is that you have a local currency column you can use for comparison purposes. And then theres also a total budget row that you can compare to the sum of your daily totals to see if you are edging towards going over budget or keeping to the plan. Designed by The Crafty Musician The Artist Tour Budget template by The Crafty Musician is a great touring budget if you plan on going from place to place and want to enjoy yourself in the process while not being too preoccupied by expenses that go with the territory. This budget template also has a special column for venue prices depending on the town youre in, so you can pick the most profitable venue for you depending on your trip pans out while youre visiting each destination. Designed by Spreadsheet Daddy The Business Travel Budget by Spreadsheet Daddy is designed nicely for business trip expenses. This spreadsheet should help you monitor and account for expenses on a business trip for record-keeping purposes. Category expenses that this budget template include are airfare, hotel, car rental, gas, entertainment, food, and other miscellaneous costs. Designed by Spreadsheet Daddy Since a corporate travel budget needs to be a little more finessed than the norm, this spreadsheet by Spreadsheet by Spreadsheet by Spreadsheet is perfect for your next family vacation. It has a place for listing itineraries and transportation details. If you need a helpful reminder on what to pack, this template has a section for that, too, so you wont forget the essentials when you and your family depart on a long journey. Designed by Spreadsheet Daddy Studying and living abroad can be costly. Take control over your new lifestyle expenses with The Study Abroad Travel Budget Template by Spreadsheet Daddy and jot down the main category expenses to avoid being caught unawares regarding unanticipated expenses in a new country. Designed by Spreadsheet Daddy The Sales Travel Budget Template is ideal for recording all the sales you make while on your travels. You can even use filters to establish what you sold more of and when this occurred to validate your trip. Designed by Spreadsheet Daddy The Year-Long Travel Budget for year-round travel. You can even record miles traveled, how much time you spent traveling during daylight hours and during the night, and additional expenses incurred. You can gain insights and reflect on how your travels were spent and if the trip was optimized as much as possible. Google Sheets does not have a travel budget template that you can download within its standard templates. However, there are plenty of free travel budget templates available for download that you can access simply by clicking on the links shown above. Perhaps best of all is the fact you can customize these spreadsheet templates to personify your travel trip best. Travel budgets are one of these things where you might not think it necessary to list certain expenses. Or you may think its necessary to list everything but this can get a little messy and difficult to track if you dont have the main travel categories to follow. Hence, the importance of budgeting for the following category of expenses: transport costs, lodging costs, food and drink expenses, activities, and souvenirs to ensure you at least have the basics to work with. But thats only the start of creating a detailed spreadsheet that will function like the travel budget template its supposed to. A ready-made template spreadsheet template is by far the easier option to resort to if you want a template spreadsheet template for Google Sheets. Travel planning can get exhausting, especially when you have no clear starting point. You can make this (at least) tolerable by creating a trip planning spreadsheet. Here, you can keep your itinerary, transportation details, budget allocation, and similar aspects. In this article, well discuss how you can create a trip planning spreadsheet using Google Sheets and why its so useful. Well also provide five different templates you can readily use for your travel planning Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 1: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 2: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet on Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsStep 3: Make Multiple Tabs on Your Spreadsheet On Google SheetsSte categorize the kinds of information youre going to deal with. For example, you can separate your flight details from your budget planning. Follow the instructions below to do this. Hover over the name of the current worksheet (usually named Sheet1), click on the drop-down arrow, then select Rename. Type your preferred worksheet name, then pressEnteror Returnon your keyboard. To add another worksheet, click on the AddYou can createmany kinds of worksheets depending on your specific requirements. Here are some common tabs youd typically see in a trip planning spreadsheet:Itinerary: Include the basic details of the places you plan to be in, like dinner reservations, conferences you need to attend, tourist attractions, etc.), and similar information. Accommodation: List the names and locations of your lodgings. You can also include whether or not youve made a reservation already, the room prices, and more. Food: Plan where you can get your meals, the restaurants you want to visit, and the average costs of eating out. Budget: Track your day-to-day expenses and see how much money youre left with. Packing List: Dont leave anything essential at home before embarking on your trip passports, IDs, cash, and similar things. Activities: List the things that you can do at your destination, like bar hopping, nightlife activities concerts, and so on. Step 2: Add Column Headers are found at the top of your worksheet, describing what kind of values are present in a columns cells. To add column headers, simply follow these steps. Click on the first cell (cell A1) in the upper-left corner of your worksheet. Enter your preferred column header, such as Location (as used in our example). Repeat the previous step for other cells in the same row. (We used the headers Date, Time, Transportation, Costs, and Statusin our example below). Once done, select all the column headers youve added, then click Boldin the toolbar. Alternatively, you can make them bold by pressing Ctrl + B (or Cmd + Bfor Mac) on your keyboard. Common Column headers weve used in the demonstration above are applicable to the Itinerary tab. Keep in mind that you can virtually use any word or phrase for your column headers, though. Below are some options you can consider. For the Accommodation tabHotel nameNearby shops and attractionsRoom pricesAddressFor the Transportation tabTravel date and timesFlight details, such as flight schedule and flight numberCar rental company, including name, address, and contact numberCostsRouteFor the Budget tabDaily budgetTotal amount spentAmount remainingExpense descriptionAfter adding your column headers, you can start filling out the fields with your information. Step 3: Personalize Your Travel Planning SpreadsheetAll thats left for you to do is add a touch of creativity to your vacation spreadsheet. Here are some ways you can do this. Use Conditional FormattingThe term conditional formatting simply refers to a change in a cells appearance when it contains the wordDone.Right-click on a cell, then select View more cell actions > Conditional formatting.On the side panel that appears, click the drop-down list under the Format cells ifmenu. SelectText is exactly from the options. TypeDonein the Value or formula field. Click on the Donebutton to save your changes. Drag the cells contents to copy the conditional formatting rules to other cells. Use Alternating Colors. On the menu bar, select Format > Alternating colors. Choose alternating colors. On the menu bar, select Format > Alternating colors. Choose alternating colors. your preferred color, then click theDonebutton to save your changes. When to Use a Trip Planner TemplateYou can use spreadsheets every time youre planning a trip theres no reason you shouldnt! They are handy regardless of whether youre traveling to a nearby town or going on an overseas vacation. How about trip planner templates? Well, if you dont have the time to create a spreadsheet from scratch, using a template would be excellent. These are some helpful pre-made planners that are ready for you to fill out. Free Google Sheets Trip Planner Templates 1. Daily Itinerary Planner Spreadsheet Especially when traveling to faraway places, going into detail about the activities you plan to do daily is a good practice. You can share this daily itinerary with the people you went on a trip with, letting them know where to find you in case of grave situations. Template Features and indicate the time and location where to find you in case of grave situations. Template Features are color-coded for organization) and indicate the time and location where to find you in case of grave situations. Template Features are color-coded for organization where to find you in case of grave situations. Template Features are color-coded for organization where to find you in case of grave situations. Template Features are color-coded for organization where to find you in case of grave situations. Template Features are color-coded for organization where to find you in case of grave situations. Template Features are color-coded for organization where to find you in case of grave situations. youll do themList the diners or restaurants where you can eat near the location of your activitySchedule your day properly by indicating the end time for each activityAccess Template 2. Travel Budget Template 2. Travel Budget ahead of time lets you know what costs you need to put first, too. Such money allocation is rarely followed, though (with impulsive purchases and unplanned expenses), making it important to have an expense per location according to the transportation you used, your accommodation, food you ate, and activities you didPick from a drop-down list of common transportation methods (e.g., bus, car rental, ferry, etc.) Enter your total and daily budget allocation, as well as their converted counterparts in your remaining budget for the dayCalculate your total expenses throughout the trip, as well as the amount remaining from your budgetAccess Template3. Travel Checklist Template Successful and non-stressful trips cant go without good preparation. For example, youd want to ensure that your passport hasnt expired yet before strutting over to your flight. A travel checklist spreadsheet would be included Automatically count the number of tasks that are not yet done and those already finished Access Template 4. Destination Planner Spreadsheet Researching your destination should always be part of your planning. For example, you want to know the available hotels and accommodations that you can opt for in your target location. This lets you find the ones with the lowest prices, the most convenient in terms of route, and more. Knowing the current climate and the community there would be essential too. This allows you to anticipate what things to bring, what activities you can possibly do, and similar aspects. Template Features Enter your destinations information, such as its current season, whether its rural or urban, and moreList the tourist spots that you can visit in your destination, including their name, specific location, and transportation routeDetail the activities that you want to do, together with their category, description, duration, and estimated expensesFind and compile a list of all available accommodations in your target location, as well as their name, address, price range, and pros/consAccess Template 5. Packing List Template Beforeyour trip, it is helpful to make a packing your home, you can do a quick check to see if youve already placed every item on your list inside your luggage. You can do both with a packing list spreadsheet. Template Features about your target destination, such as its usual weather, temperature, clothing restrictions, and moreAdd notes about your packing list Categorize your items by location, like the beach, conference, office, and other places Classify you things by type, such as clothing, money, documents, electronics, etc. Mark the items Ready once you have prepared them inside your luggageAccess TemplateWhy Use Our Templates? Below are some reasons youd want to use the travel spreadsheet templates we have here at Spreadsheet Point: Formulas and Drop-down ListsWe added several dropdown lists for common topics to make things easier for you. For instance, we included a drop-down where you can select common transportation types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. Easy Sharing and Collaboration types like buses, ferries, airplanes, car rentals, and more. 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Other Trips on Planning Your TravelIn addition to the travel planning templates weve discussed, here are a few bonus tips you can apply to prepare for your trip: Pick a location that your current finances can accommodate. Don't bring things that wont fit inside your backpack to avoid paying for extra luggage costs. When selecting a hotel or apartment, choose one thats near major transportation lines. Weigh whether taking a flight. Always get travel insurance before embarking on your trip it wont shield you from accidents, but it will keep you from having an empty bank account. Enjoy Your Trip with Everything Prepared lot of unknowns await you at your destination unexpected expenses, spontaneous activities, booking problems, and more. With a trip planning spreadsheet, you can minimize these by anticipating the things on your journey. Feel free to use the templates weve included here to plan a successful trip today. 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