

## Finished Objects

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Use the chart shown here as a model for your own list of Finished Objects. Create a new spreadsheet in Excel or similar program. You can change the width of columns to suit your data. See your program manual for more information.

Project	Recipient	Date	Quantity	Month	Month Temp	Total
Burgundy slacks	Me	2008 Jan 1	1			19*
Waffle knit shirt	daughter Jane	2008 Jan 4	1	2		
Long nightgown	Me	2008 Feb 9	1			
Tote bag	Aunt Elizabeth	2008 Feb 10	1			
Pillow	neighbor Renee	2008 Feb 12	1	3		
Dinner napkins	grandma	2008 Mar 15	6	6		
Purse	Me	2008 April 1	1			
Book cover	son Fred	2008 Apr 3	1	2		
Book cover	son Sam	2008 May 6	1	1		
Eyeglass case	husband	2008 Jun 22	1	1		
Tote bag	friend Robin	2008 Dec 7	1		1	
Eyeglass case	friend Robin	2008 Dec 7	1		1	
Eyeglass cases	friend Jan	2008 Dec 13	2		2	

\*In the cell where you want the total, type “=SUM(D:D)” to total all entries in column D (columns are labeled alphabetically). If you have your totals in a different column, change your formula accordingly.

Repeat the formula farther down in that column as your list gets longer. You won't have to scroll up to see the total.

When I complete a project I fill in the first four columns of the spreadsheet.

I like the reward of seeing a busy month at a glance. To make this possible, I repeat the value from the Quantity column in the Month Temp column. At the end of the month I sum\*\* the numbers in the Month Temp and type the results in the Month column, in the last row for that month. I then clear the numbers from the Month Temp column so that it is ready for the next month. The model above shows Month Temp values only in the most recent month, and Month totals in the previous months.

Add columns for other details you wish to record about your projects. Information you might want to track includes pattern numbers, cost for materials, time spent, source of embroidery designs, and price for items sold. If it can be listed or quantified, you can include it.

\*\*You can sum the numbers by hand or you can select the cell directly under the last number in the Month Temp column and then click the sigma symbol ( $\Sigma$ ) on the toolbar.