



Creating a Time Graph using Google Sheets

1. Open Google Sheets
2. Label the first column: Activity Category (or Activity)
3. Label the second column: Time Spent (in Minutes)
4. Type in your Activity Categories.
 - a. You can use the Healthy Mind Platter Categories or use your own.
 - b. Healthy Mind Platter Categories:

The Healthy Mind Platter



The Healthy Mind Platter for Optimal Brain Matter

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5. Decide if you are tracking minutes in the whole day (school day/work day + at home time) or just at-home time.
6. Work with your child/children to sort their activities and estimate the minutes. If you are using the Healthy Mind Platter Categories, and you have an activity that doesn't fit, then create your own category.
7. Enter the minutes for each activity in the "Time Spent" category.

	A	B
1	Activity Category	Minutes Spent
2	Sleep Time	
3	Physical Time	
4	Focus Time	
5	Time-In	
6	Down Time	
7	Play Time	
8	Connecting Time	
9		
10		
11		
12		

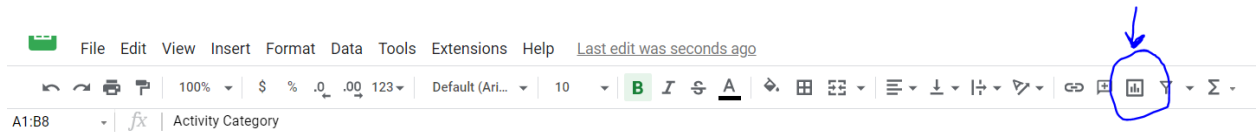


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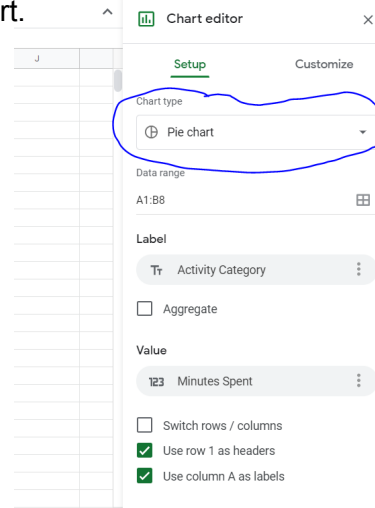
8. When you are ready to graph, highlight the cells that contain your data:

	A	B	
1	Activity Category	Minutes Spent	
2	Sleep Time	0	
3	Physical Time	60	
4	Focus Time	65	
5	Time-In	30	
6	Down Time	60	
7	Play Time	65	
8	Connecting Time	60	
9			
10			

...then click on the "insert chart" icon.



A graph will automatically appear. To change it to a pie graph, use the drop down menu that pops up when you inserted the chart.



10. Print this graph, then you can click on the graph, delete it, and use the spreadsheet again to graph another person's time.