

How can I use Google Sheets to track and manage time?

Authored by
stats writer

June 28, 2024

RECOMMENDED CITATION

stats writer (2024). *How can I use Google Sheets to track and manage time?*.
PSYCHOLOGICAL SCALES. Retrieved from <https://scales.arabpsychology.com/?p=156883>

Google Sheets is a powerful tool that can be used to effectively track and manage time. By utilizing its customizable features and functions, users can create a spreadsheet that is tailored to their specific needs and allows them to easily monitor their time usage. With the ability to input and organize data, such as tasks, deadlines, and duration, Google Sheets enables users to track their progress and identify areas for improvement. The platform also offers the option to create charts and graphs, providing a visual representation of time management patterns. Additionally, users can collaborate with others and access their spreadsheet from any device, making it a convenient and efficient way to manage time. Overall, Google Sheets is a valuable tool for individuals or teams looking to optimize their time management skills and increase productivity.

TIME

Converts an hour, minute, and second into a time.

Sample Usage

```
TIME(11,40,59)
```

```
TIME(A2,B2,C2)
```

Syntax

```
TIME(hour, minute, second)
```

`hour` - The hour component of the time.

`minute` - The minute component of the time.

`second` - The second component of the time.

Notes

Inputs to `TIME` must be numbers - if a string or a reference to a cell containing a string is provided, the `#VALUE!` error will be returned.

`TIME` will silently recalculate numeric time values which fall outside of valid ranges. For example, `TIME(25,0,0)`, which specifies the illegal hour 25, will create a time of 1:00 AM. Similarly, `TIME(12,0,60)`, which specifies the illegal 61st second of a minute (:00 being the first second), will create a time of 12:01:00.

`TIME` will silently truncate decimal values input into the function, e.g. an hour of 12.75 will be

interpreted as 12.

See Also

DATE: Converts a year, month, and day into a date.

Examples

Returns the time value from specified hours, minutes and seconds.

ARABPSYCHOLOGY.COM