Do by Five in a spreadsheet

`Planning`, `Do by Five list` and `todo.md` are three tabs of one spreadsheet that keep a Do by Five list sorted by heading as you type it. The method itself -- the five headings, the four line types, position as priority -- is taught at https://dobyfive.org. This README covers only what the spreadsheet adds.

What is in this folder

- `todo.xlsx` -- the spreadsheet
- `README.pdf` and `README.txt` -- this file, in two forms

Opening it

Excel 2021 or later, Microsoft 365, Excel for the web, and Excel for iPad or iPhone all open it. Excel may open it in Protected View first; click "Enable Editing" before typing. Numbers opens it too, with the differences below.

The tabs

- `Planning` -- type here. Each row is one line.
- `Do by Five list` -- the same list alone, read-only, for a narrower view or for printing.
- `todo.md` -- the list as plain todo.md text, for copying out (below).

Adding a line

On `Planning`, pick a Line type (Action, Done, Statement, Question), pick a Heading (Blockers, Critical, Normal, Backlog, Notes), and type the Line. It appears, sorted into place, on `Do by Five list` and `todo.md`.

To mark a line done, change its Line type to Done; it stays where it is, struck through.

150 rows are ready to type into (`Planning` rows 4-153). To add more, insert rows above the shaded row that reads "↑ End of the rows for lines. To add more, insert rows above this one." -- a row inserted anywhere above it is picked up by every tab; one inserted below it is not.

Reposition (1 = top)

In column D: leave it blank unless you wish to reposition the lines from how you entered them. The lines are sorted in ascending order so `2` comes after `1` and `1.5` comes between `1`

and `2`. Entering numbers is much faster than rearranging the natural row order and the Do by Five lists will sort according to the repositioned numbers.

Copying out todo.md

On `todo.md`, select the rows that have text in them and copy -- not the whole column. Every cell in the column holds a formula, even the ones that show nothing, so a "jump to the last row of data" shortcut (Cmd+Shift+Down, Ctrl+Shift+Down) selects hundreds of blank lines instead of stopping at the end of the list. Paste into a text editor and save as todo.md.

If something looks wrong

- ⚠ in front of a line means its Heading doesn't match one of the five (Blockers, Critical, Normal, Backlog, Notes); fix the Heading and it sorts into place. A blank Heading reads as Normal.
- `#SPILL!` where the list should be means something was typed into the list itself; delete it and the list comes back.

In Numbers

- A row inserted with Table > Add Row starts with Heading "Blockers" and Line type "Action" already chosen, not blank -- change them or clear the row.
- Numbers doesn't protect `Do by Five list` or `todo.md` against typing, the way Excel does; there's nothing to gain by typing there.
- Numbers doesn't support typing a Heading or Line type so you have to click the dropdown to choose the desired value.

In Excel

- `Do by Five list`'s Brief line needs a double-click on the row's lower edge to show long briefs.