

Instructions on creating an automatically updating timeline in Google Sheets

If you have a timetable and want to switch to a timeline that automatically updates when the date changes in Google Sheets, it's very simple.

If you have a timetable and want to switch to an automatically updating timeline in Google Sheets when the date changes, it's very simple. This makes the timetable look more professional and visually appealing, instead of just basic date and time text. Below is a guide on how to create an automatically updating timeline in Google Sheets.

How to create an automatically updating timeline in Google Sheets

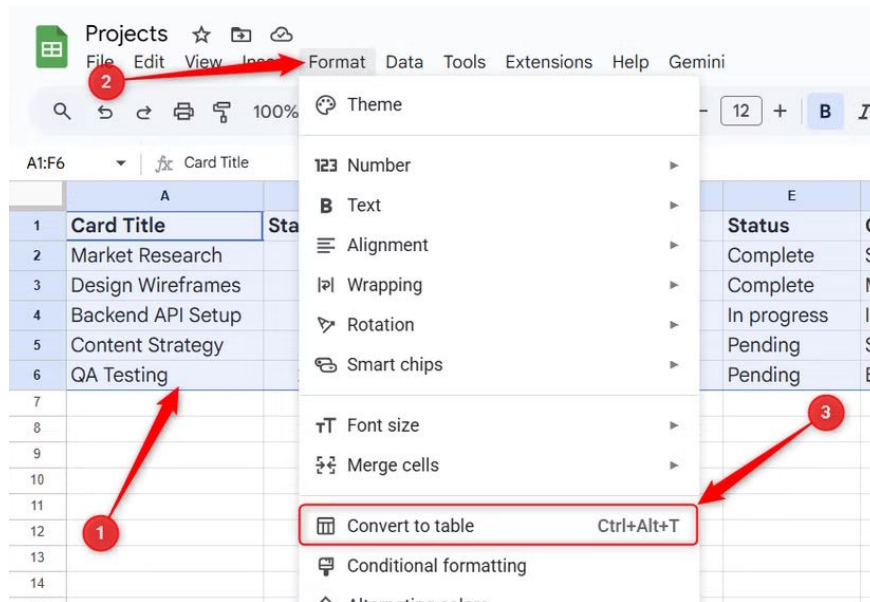
Step 1:

First, you need to **prepare a data table** with the execution time, start and end times, and the name of the task. Then, add columns for Task Status and detailed task descriptions.

	A	B	C	D	E	F
1	Card Title	Start Date	End Date	Card Group	Status	Card Detail
2	Market Research	2026-01-05	2026-01-12	Marketing	Complete	Survey results from 500 users.
3	Design Wireframes	2026-01-10	2026-01-20	Design	Complete	Mobile-first UI/UX mockups.
4	Backend API Setup	2026-01-15	2026-02-05	Engineering	In progress	Integration with payment gateway.
5	Content Strategy	2026-01-22	2026-01-28	Marketing	Pending	SEO keywords and blog schedule.
6	QA Testing	2026-02-06	2026-02-15	Engineering	Pending	Bug hunting before the beta launch.
7						

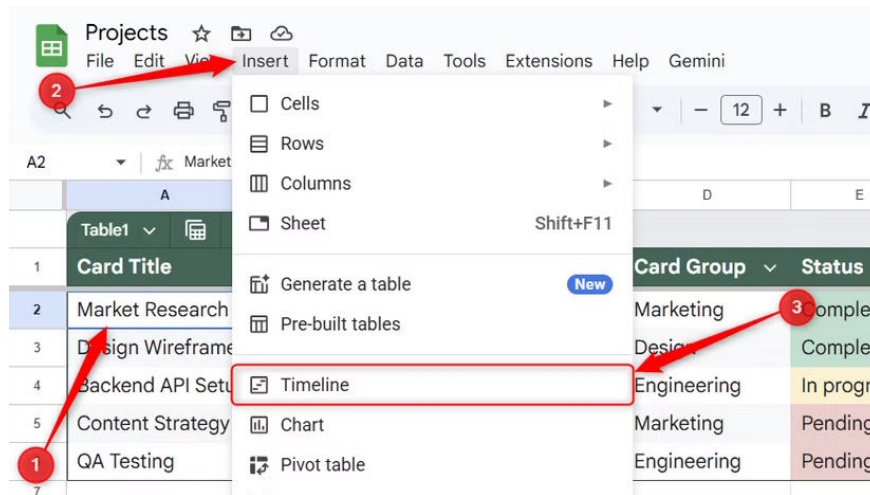
Step 2:

Next, you need to **convert the data into a table** . Select the entire dataset, including the headers, then click the Format tab, and click **Convert to Table** .

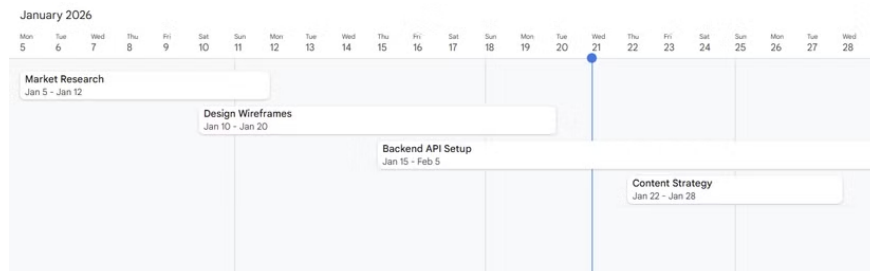


Step 3:

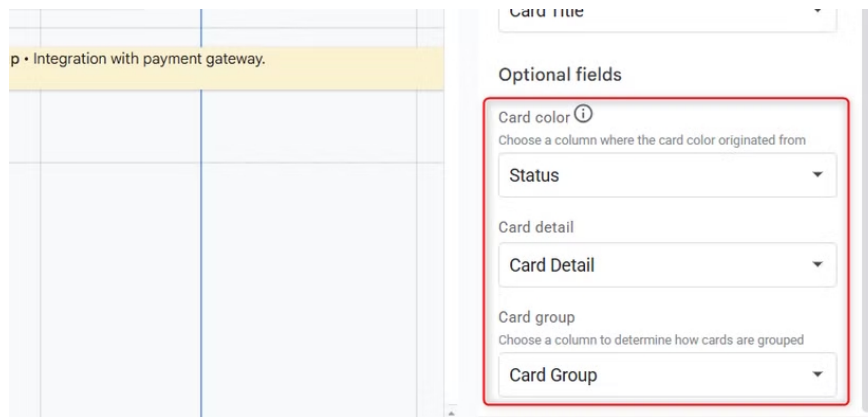
We select any cell in the data table, then click the **Insert** tab, and then select **Timeline**.



A selection area will then appear in Google Sheets to create an automatically updating timeline; click OK to proceed with creating the timeline chart.

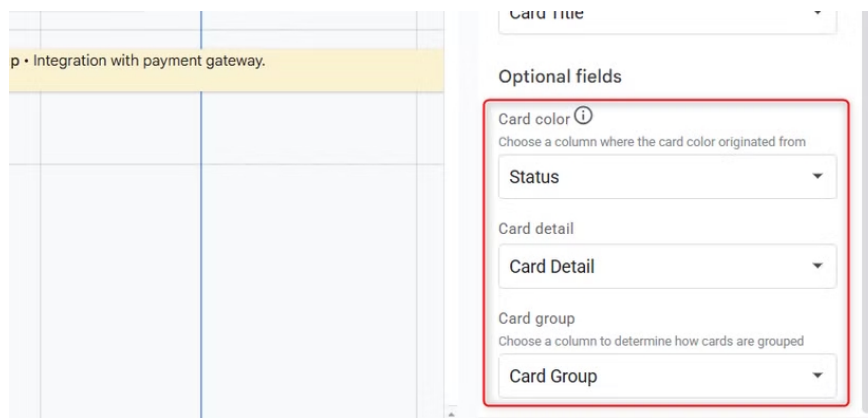


As a result, we get a timeline that automatically updates over time, as shown below.



Step 4:

When you click on the Timeline chart, customization options will appear on the side. We can change the content color for each area.



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