

Supplemental Essay Tracker – Planning Spreadsheet

For managing school-specific essays, prompts, deadlines, word counts, and completion status

SHEET 1: MAIN TRACKER – SCHOOL + PROMPT OVERVIEW

Use this sheet as your master control center.

Row 1 – Column Headers

A	B	C	D	E	F	G	H	I	J	K
School Name	Application Type	Deadline	Prompt Type	Prompt (Short Version)	Word Limit	Status	Draft Link / Doc	Topic Chosen	Draft Complete Date	Notes

Example Rows

School Name	Application Type	Deadline	Prompt Type	Prompt (Short Version)	Word Limit	Status	Draft Link / Doc	Topic Chosen	Draft Complete Date	Notes
Stanford	Regular Decision	Jan 5	Supplemental	What matters to you and why?	250	Not Started	—	Family responsibility	—	Need brainstorm
Harvard	Regular Decision	Jan 1	Supplemental	Describe an intellectual experience	200	In Progress	Doc #1	Psychology & memory	—	60% done
Yale	Regular Decision	Jan 2	Supplemental	Why Yale?	125	Completed	Doc #2	Research culture	Nov 20	Need proofread
Princeton	Regular Decision	Jan 1	Supplemental	Community & background	500	In Progress	Doc #3	Cultural identity	—	Strong topic

Status Dropdown Options

- Not Started
- Brainstorming
- In Progress
- Needs Review
- Completed
- Submitted

SHEET 2: PROMPT BREAKDOWN + PLANNING

This sheet is for deeper planning before you write.

Row 1 – Column Headers

A	B	C	D	E	F	G	H	I
School	Prompt Type	Full Prompt	Required (Y/N)	Word Limit	Main Theme	POV / Angle	Example(s) / Evidence	Reflection / Lesson

Example Row

School	Prompt Type	Full Prompt	Required	Word Limit	Main Theme	POV / Angle	Evidence to Include	Reflection
Columbia	Supplemental	List books that shaped you	Yes	100	Intellectual curiosity	Literature	1984, Persepolis	Words shape thinking

This sheet makes ALL essays stronger by making you clarify meaning **before** writing.

SHEET 3: WEEKLY SMART PLANNER

Use this to stay on track.

Row 1 – Column Headers

A	B	C	D	E	F
Week	School	Essay Task	Target Word Count	Priority (High/Med/Low)	Status

Example Rows

Week	School	Task	Target Words	Priority	Status
Nov 6–12	Stanford	Brainstorm topic	—	HIGH	Done
Nov 13–19	Harvard	Draft supplement	200	HIGH	In Progress
Nov 20–26	Yale	Edit + revise	125	Medium	Not Started

SHEET 4: WORD COUNT TRACKER

Tracks if you're staying within limits.

Row 1 – Column Headers

A	B	C	D	E	F
School	Prompt Type	Word Limit	Draft 1 Count	Draft 2 Count	Final Count

Example Row

School	Prompt	Limit	Draft 1	Draft 2	Final
Cornell	Why Major	300	342	302	299
UPenn	Community	150	170	152	—

Use conditional formatting in Excel:

- Red = over limit
- Yellow = within 10 words
- Green = under limit

SHEET 5: FINAL SUBMISSION CHECKLIST

Row 1 – Column Headers

A	B	C	D	E	F	G
School	Essay Type	Finalized (Y/N)	Proofread (Y/N)	Uploaded (Y/N)	Submitted (Y/N)	Date Submitted

Example

School	Essay Type	Finalized	Proofread	Uploaded	Submitted	Date
Brown	Supplemental	Yes	Yes	Yes	Yes	Dec 15

School Essay Type Finalized Proofread Uploaded Submitted Date

Princeton Supplemental No No No No —

This prevents missing last-minute submissions.

SHEET 6: TOPIC IDEA BANK

Great for reuse and strategy.

Columns

A B C D

Topic Core Theme Possible Prompts Used For

Example

Topic	Theme	Works For	Applied To
Translating for family	Responsibility/Identity	Diversity, Challenge, Community	Stanford
Missed basketball shot	Growth/Failure	Challenge, Personal	Michigan
Broken watch	Grief/Change	Identity, Moment, Turning Point	Common App

This helps you *reuse intelligently* without repeating essays.

OPTIONAL ADD-ONS (You Can Offer in Your Product)

You can also include:

- ✓ Drop-down menus
- ✓ Automatic deadline color coding
- ✓ Progress bar %
- ✓ Priority filter
- ✓ School ranking filter (Reach / Target / Safety)