Tracking Made Easy Citation Worksheets:

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Here's a spreadsheet to help you track of where you are currently listed.

Current Listings:

Directory Name	URL	Login	Category	Descript. Incl. Y/N	Notes i.e. ownership status, allow for hidden address, high ranking on Google, etc.

- **Directory Name:** Enter the name of the online directory with the listing.
- URL: Include the website url of the directory listing.
- Login: Enter your username and password "hint" (you should use a password management system for passwords)
- Category: Enter the category selected for your business on the directory.
- Description Incl. (Y/N): Use a "Y" or "N" to indicate whether a description was added for your business

• Notes: Use this space to record things such as whether you need to claim ownership of the listing Here's a spreadsheet to help you track of new listings you are building or new directories you are targeting.

New Listings:

Directory Name	URL	Login	Category	Descript. Added Y/N	Notes i.e. listing status, promotion added, listing bringing in new leads?, etc.

- **Directory Name:** Enter the name of the online directory with the listing.
- URL: Include the website url of the directory listing.
- Login: Enter your username and password "hint" (you should use a password management system for passwords)
- Category: Enter the category you selected for your business on the directory.
- Description Added (Y/N): Use a "Y" or "N" to indicate whether you added a description to the listing
- **Notes:** Use this space to record any specific details or requirements for this particular directory listing; if you listed a promotion and what date to take it down, if you are getting new inquiries from the listing, etc.