

# 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



