Your ClickUp reporting guide

ClickUp · Built with Datapipe

Start with the overview. Follow the person, priority or task behind a change.

Explore the report

01 Overview
Tasks completed, on-time rate, days to complete and open work at a glance.

02 Completed work
Every completed task, with on-time and late work by week and priority.

03 Open work
Open tasks by person, priority and due status, most overdue first.

04 Time to complete
How long work takes, by week, person and priority.

Use your own data

1 Add ClickUp in Datapipe.
Sign in with ClickUp and pick your workspace and list.

2 Choose this template in Reports.
Datapipe reads your open and completed tasks and fills the pages.

3 Open your Data Studio copy.
Datapipe keeps the numbers up to date.

Read the numbers correctly

On-time rate is tasks finished by their due date divided by completed tasks that had a due date. Average days to complete is the days from creation to completion divided by tasks completed.

Rates use totals, not averages of each person’s figures. Completed and created work compares with the previous period; open work is counted at the last refresh.

Days are in UTC and end yesterday. A task is completed once it is in a Done or Closed status, and subtasks count as tasks.

Sample data · A design agency’s client deliverables list in ClickUp, 16 August–13 November 2026

ClickUp list overview

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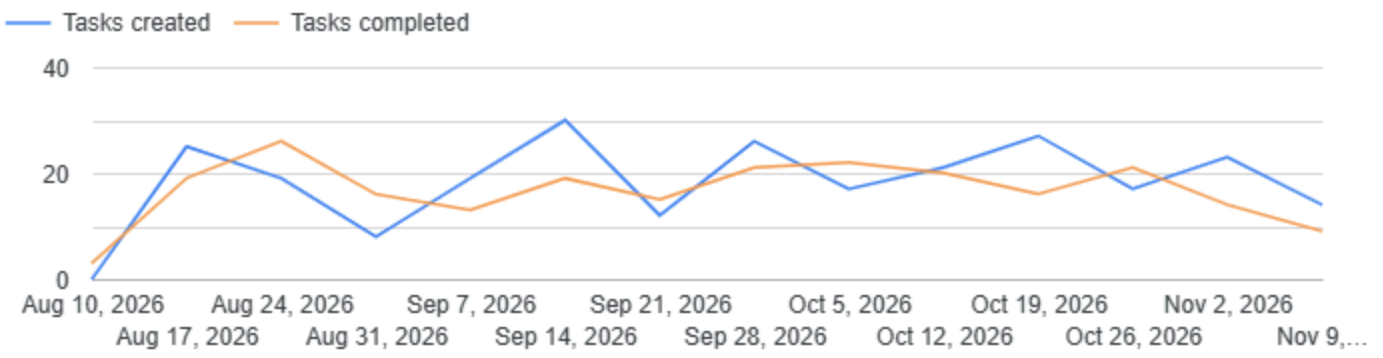
Status

Aug 16, 2026 - Nov 13, 2026

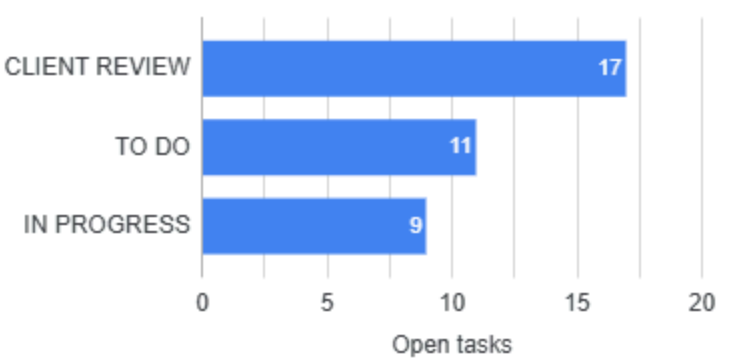
Tasks completed	On-time rate	Avg. days to complete	Tasks created
234	77.7%	6.2	258
↑ 2.2% from previous 90 days	↑ 0.76% from previous 90 days	↓ -0.9% from previous 90 days	↑ 14.2% from previous 90 days

Open tasks	Overdue tasks	Due in 7 days	Urgent and high
37	11	10	10

Tasks created and completed by week



Open tasks by status



People

	Assignee	Tasks completed	On-time rate	Completed late	Avg. days to complete	Tasks created
1.	Lena Fischer	51	81.4%	8	5.9	59
2.	Marcus Reid	48	82.1%	7	5.6	49
3.	Ravi Patel	37	70.0%	9	6.5	42
4.	Carla Mendes	35	82.4%	6	7.0	34
5.	Hana Sato	32	83.3%	5	5.9	31
6.	Owen Brooks	31	61.5%	10	6.9	39
7.	Unassigned	0	-	0	-	4

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On-time rate is tasks finished by their due date ÷ completed tasks with a due date, and average days to complete is days from creation to completion ÷ tasks completed, both worked out from totals. Open tasks are tasks not yet Done or Closed at the last refresh. Days are in UTC, and comparisons use equal periods.

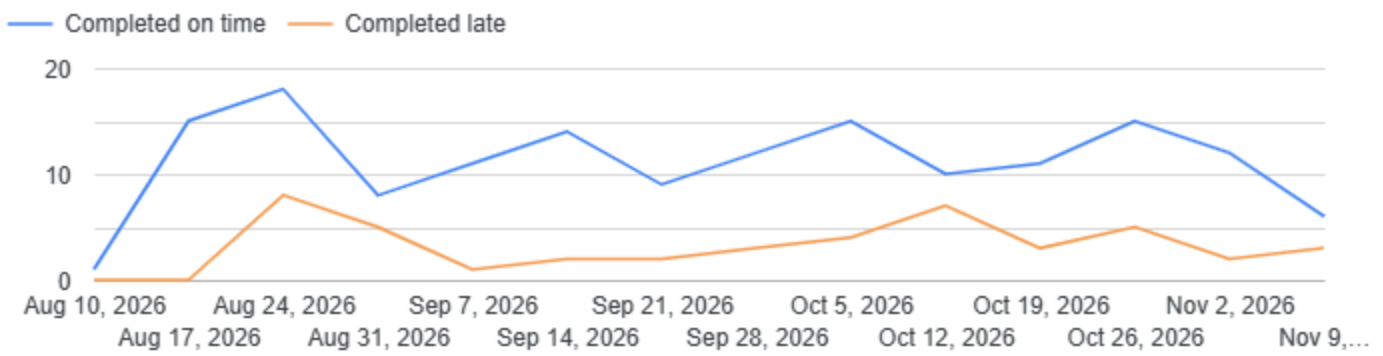
Completed work

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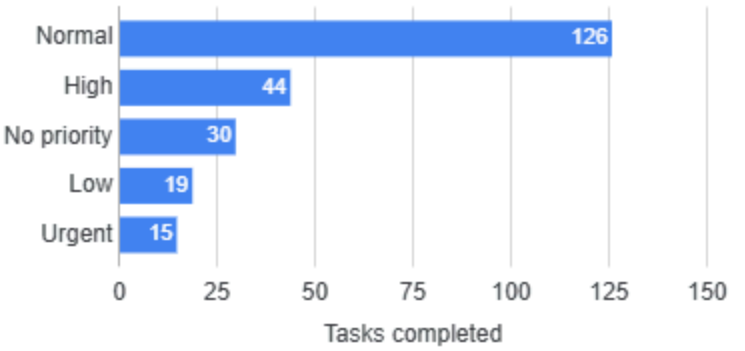
Assignee | Priority | Aug 16, 2026 - Nov 13, 2026

Tasks completed 234 2.2% from previous 90 days	On-time rate 77.7% 0.76% from previous 90 days	Completed on time 157 6.8% from previous 90 days	Completed late 45 2.3% from previous 90 days
Tasks created 258 14.2% from previous 90 days	Completed with due date 202 5.8% from previous 90 days	Completion ratio 90.7% -10.63% from previous 90 days	Avg. days to complete 6.2 -0.9% from previous 90 days

Tasks completed on time and late by week



Tasks completed by priority



Completed tasks

	Completed ▾	Task	Assignee	Due date	Days to complete	Completed late
1.	Nov 13, 2026	Email template: Brightside Dental · Nov 2	Ravi Patel	Nov 15, 2026	10.9	0
2.	Nov 13, 2026	Blog header images: Northpeak Fitness · Nov 11	Lena Fischer	Nov 13, 2026	1.7	0
3.	Nov 13, 2026	Email template: Harbor & Pine · Nov 9	Ravi Patel	Nov 16, 2026	3.4	0
4.	Nov 12, 2026	Logo concepts: Oakline Realty · Nov 2	Owen Brooks	Nov 8, 2026	9.8	1
5.	Nov 11, 2026	Copy edits: Mosaic Learning · Nov 5	Owen Brooks	Nov 10, 2026	5.7	1
6.	Nov 10, 2026	Website QA: Kestrel Bikes · Nov 6	Owen Brooks	Nov 11, 2026	4.1	0
7.	Nov 9, 2026	Landing page build: Mosaic Learning · Oct 23	Hana Sato	Nov 5, 2026	17.3	1
8.	Nov 9, 2026	Website QA: Juniper Bakery · Oct 20	Lena Fischer	Nov 13, 2026	20.2	0
9.	Nov 9, 2026	Logo concepts: Northpeak Fitness · Nov 4	Marcus Reid	Nov 12, 2026	4.6	0
10.	Nov 8, 2026	Internal review · Northpeak Fitness	Hana Sato	Nov 10, 2026	2.7	0

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A task is on time when it is finished by its due time, or by the end of its due date. Completion ratio is tasks completed ÷ tasks created: above 100% means the team closed more work than came in. Pick a person at the top to see their work.

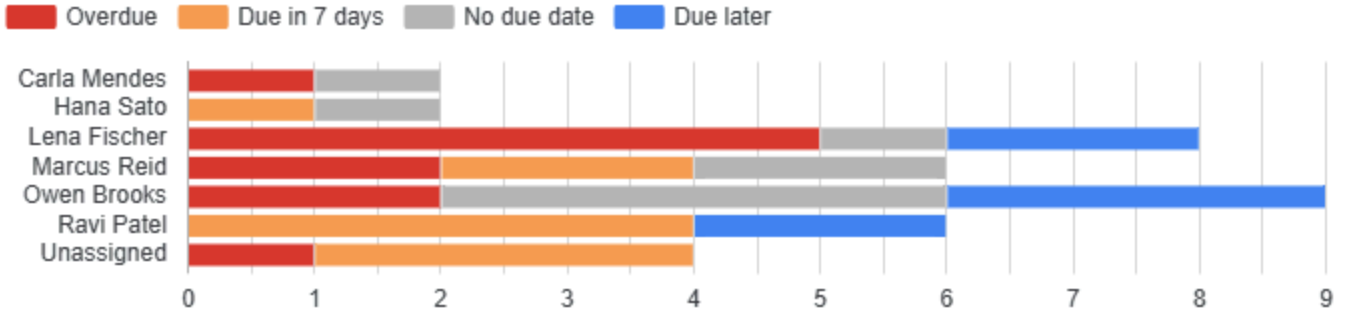
Open work

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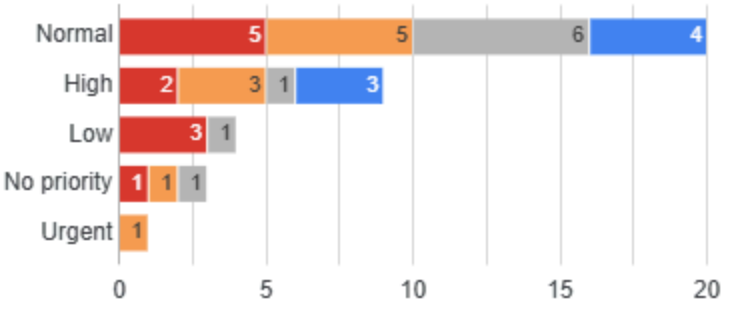
Status | Assignee | Aug 16, 2026 - Nov 13, 2026

Open tasks	Overdue tasks	Due in 7 days	No due date
37	11	10	9

Open tasks by person and due status



Open tasks by priority and due status



Open tasks

	Task	Assignee	Status	Due date	Due status	Days overdue	Days open
1.	Social graphics: Northpeak Fitness · Sep 15	Lena Fischer	CLIENT REVIEW	2026-09-19	Overdue	56	60
2.	Ad creative set: Brightside Dental · Sep 17	Lena Fischer	CLIENT REVIEW	2026-09-20	Overdue	55	57
3.	Logo concepts: Brightside Dental · Sep 17	Lena Fischer	CLIENT REVIEW	2026-09-25	Overdue	50	57
4.	Blog header images: Brightside Dental · Oct 16	Marcus Reid	CLIENT REVIEW	2026-10-19	Overdue	26	28
5.	Ad creative set: Juniper Bakery · Oct 19	Marcus Reid	CLIENT REVIEW	2026-10-27	Overdue	18	25
6.	Pitch deck: Harbor & Pine · Oct 25	Carla Mendes	CLIENT REVIEW	2026-10-30	Overdue	15	19
7.	Email template: Kestrel Bikes · Oct 30	Owen Brooks	CLIENT REVIEW	2026-11-05	Overdue	9	14
8.	Blog header images: Kestrel Bikes · Nov 5	Lena Fischer	CLIENT REVIEW	2026-11-07	Overdue	7	8
9.	Email template: Juniper Bakery · Nov 10	Unassigned	TO DO	2026-11-13	Overdue	1	3
10.	Ad creative set: Mosaic Learning · Nov 5	Lena Fischer	CLIENT REVIEW	2026-11-13	Overdue	1	8

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This page shows the list's tasks not yet Done or Closed at the last refresh, so it doesn't change with the dates you pick. A task is overdue once its due time, or the end of its due date, has passed. Pick a person at the top to see their open work.

Time to complete

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Priority

Aug 16, 2026 - Nov 13, 2026

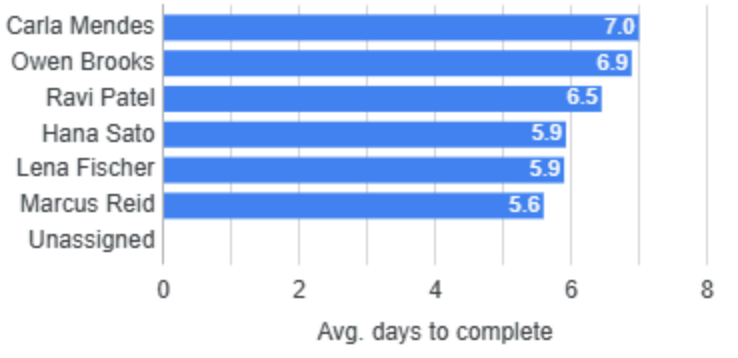
Tasks completed
234
2.2% from previous 90 days

On-time rate
77.7%
0.76% from previous 90 days

Average days to complete by week



Average days to complete by person



By priority

	Priority	Tasks created	Tasks completed ▾	On-time rate	Avg. days to complete	Completed late
1.	Normal	140	126	76.9%	6.2	25
2.	High	54	44	92.1%	3.9	3
3.	No priority	26	30	56.5%	10.0	10
4.	Low	22	19	61.1%	7.8	7
5.	Urgent	16	15	100.0%	3.9	0

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Days to complete runs from when a task was created to when it was completed, worked out from totals. Pick a priority at the top to see only those tasks.