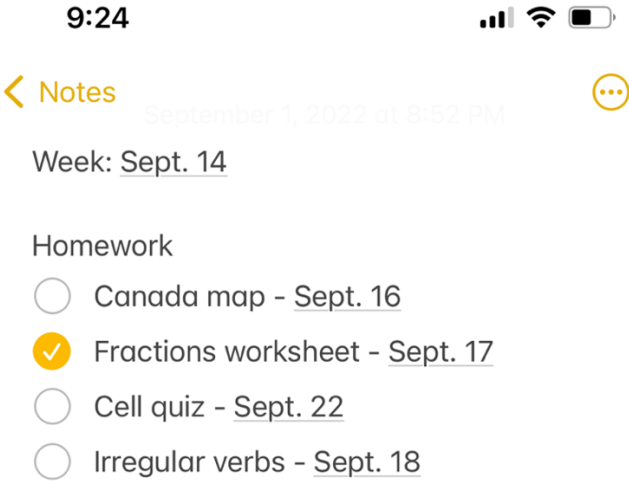


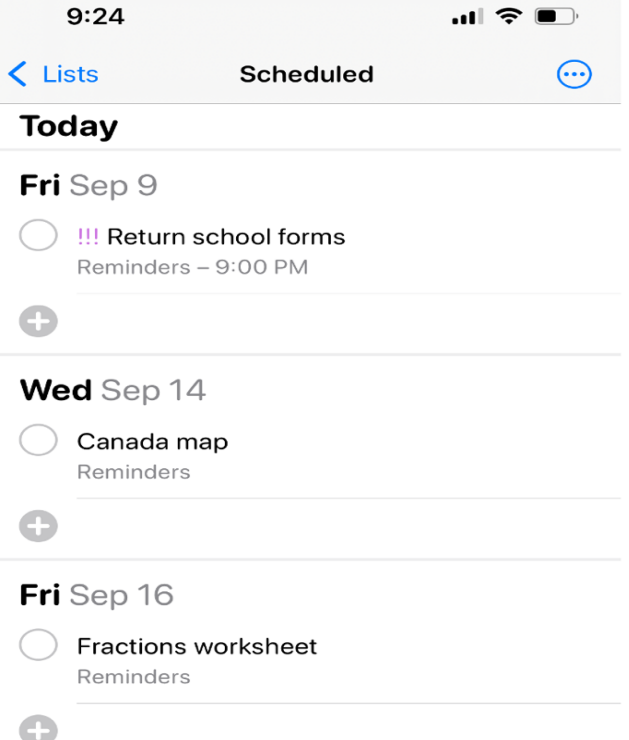


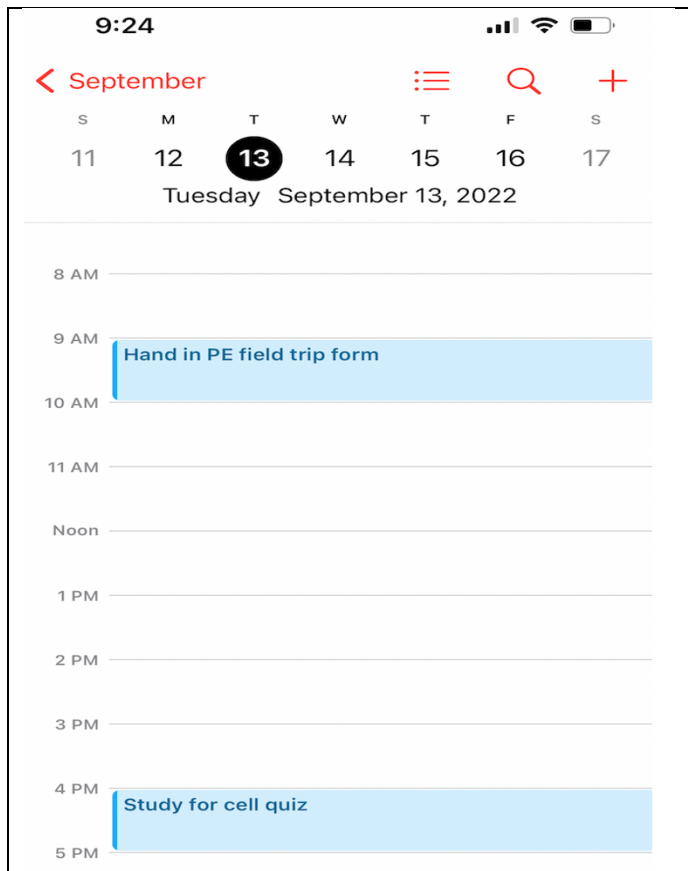


# Digital Organization

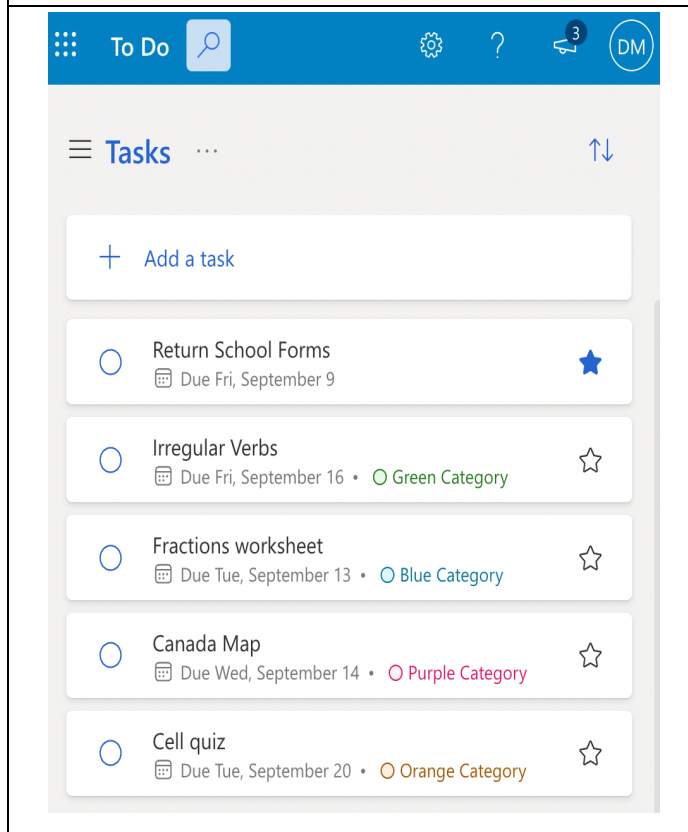
- Your phone is a great tool to keep you organized
- Below are different ways to organize your assignments
- The QR codes have extra tips/instructions

|   |   |
|---|---|
|   |  <p><b>NOTES</b></p> <ul style="list-style-type: none"><li>• Personalize your list</li><li>• Check them off when done</li><li>• Easy to edit daily</li></ul>   |
|  |  <p><b>REMINDERS</b></p> <ul style="list-style-type: none"><li>• Personalize your list</li><li>• Colour code different subjects</li><li>• Check them off when done</li><li>• Add priority status</li></ul>  |



### CALENDERS

- Add events on specific days
- Set reminder notifications
- Colour code
- Daily, monthly and list view



### TO DO

- Can be accessed anywhere using Office 365 with your Student#@learn.vsb.bc.ca email
- Linked with MS Teams, MS Calendar and MS Outlook
- Can print lists
- Add tasks and reminders

