

Digital Tools for Everyday Life

A plain-language workbook for finding safe apps, choosing useful everyday tools, adjusting settings, syncing across devices, and building one helpful routine.

Today's personal goal

What I want technology to help with	
One app I already use	
One thing that feels confusing	

1. Find Safe Apps

â Use the Apple App Store on iPhone/iPad or Google Play Store on Android.

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â Check the developer name, star rating, number of reviews, screenshots, and whether the
€ app has too many ads.

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â If unsure, search the app name plus the word reviews before installing.

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App to check	Developer / rating / decision

2. Everyday Apps That Can Help

Category	Examples and use
Lists	Google Keep, AnyList, Microsoft To Do: groceries, errands, shared family lists.
Reminders	Google Calendar, Apple Reminders: appointments, medicine, bills, recurring tasks.
Weather	Weather Channel, AccuWeather: local forecast, storm alerts, travel planning.
Communication	WhatsApp, Messenger, Zoom: messages, photos, calls, video visits.
Storage	Google Drive, iCloud: saving files, sharing documents, backup.

3. Practice: Create One Useful Routine

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Pick one app from the course.

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Try one feature, such as a grocery list, weather alert, calendar reminder, or shared note.

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Change one setting that makes the app easier to use.

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Write down whether it should stay on the home screen.

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My app	
Feature I tried	
Setting I changed	
How I will use it this week	

4. Customize and Sync

- â Settings usually hide behind a profile picture, gear icon, or three-dot menu.
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- â Useful settings include notifications, text size, color/theme, location, privacy, and account
€ sync.
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- â Sync means the same information appears on more than one device when the same account
€ is signed in.
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Question	Answer
Am I signed into the same Google or Apple account?	
What do I want synced?	
What alerts do I want off?	
What alerts do I want on?	

5. Weekly Digital Tool Habit

- Choose one tool to practice for one week.
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- Keep the routine small enough to repeat.
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- Use the app only if it makes life easier; delete tools that create clutter or stress.
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My weekly habit	
When I will do it	
How I will know it helped	

CodeForce.us • contact@codeforce.us • 413-887-4355