



Notes, Reminders & Organization

A step-by-step guide to keeping track of your life — using your phone or tablet. No experience needed. We'll go slowly, together.

DIGITAL LITERACY FOR SENIORS



What You Will Learn Today

By the end of this lesson, you will be able to use your phone to write notes, make lists, set reminders, and keep track of appointments — all on your own.



Write Notes

Save things you want to remember — like a shopping list or a phone number.



Use a Calendar

See your week at a glance and never miss an important event.



Set Reminders

Get an alert at just the right time — for medications, appointments, and more.



Stay Organized

Edit, delete, and manage your notes so they stay useful and up to date.

 Every step in this lesson has a real-life example. There are no wrong answers — just practice!

What Is a Notes App?

A **Notes app** is like a small digital notepad that lives on your phone or tablet. You can type words, make lists, or even record your voice — and it saves everything automatically.


You Might Already Have It

Most phones come with a Notes app already installed. Look for these names:

- **iPhone:** "Notes" (yellow notepad icon)
- **Android:** "Google Keep" or "Samsung Notes"
- **Tablet:** Same apps work on tablets too

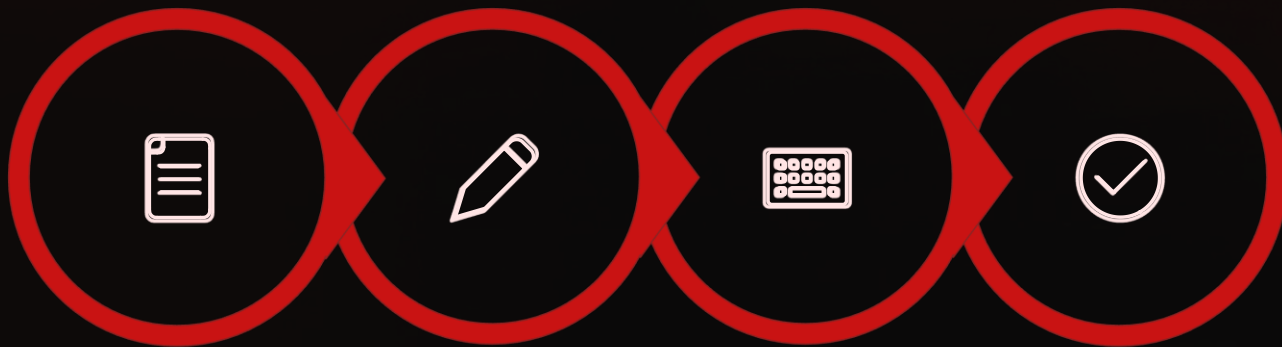
What Can You Store in Notes?

- Grocery lists
- Doctor's phone numbers
- Grandchildren's birthdays
- Things to discuss at your next appointment
- A recipe from a friend

 A **app** (short for application) is a small program on your phone. You tap its icon to open it — just like opening a drawer.

How to Create Your First Note

Let's write your very first note together. Follow each step one at a time — there's no rush.



**Open
Notes**

New Note

Type Note

**Done/Bac
k**

Your note saves automatically — you do **not** need to press a Save button. When you come back later, it will still be there.

🕒 **Try It Yourself:** Open your Notes app right now and type: *"My first note — I am learning today!"* Then tap the back arrow. You did it!

Making a Grocery List

One of the most useful things you can do with Notes is make a grocery list. No more forgetting items at the store!

Step-by-Step: Grocery List

1 Open Notes, tap the + button

This creates a brand-new blank note.

2 Type a title: *"Grocery List"*

A title helps you find the note later.


3 Type each item on its own line

Press the **Return** key after each item to go to the next line.

4 Tap Done when finished

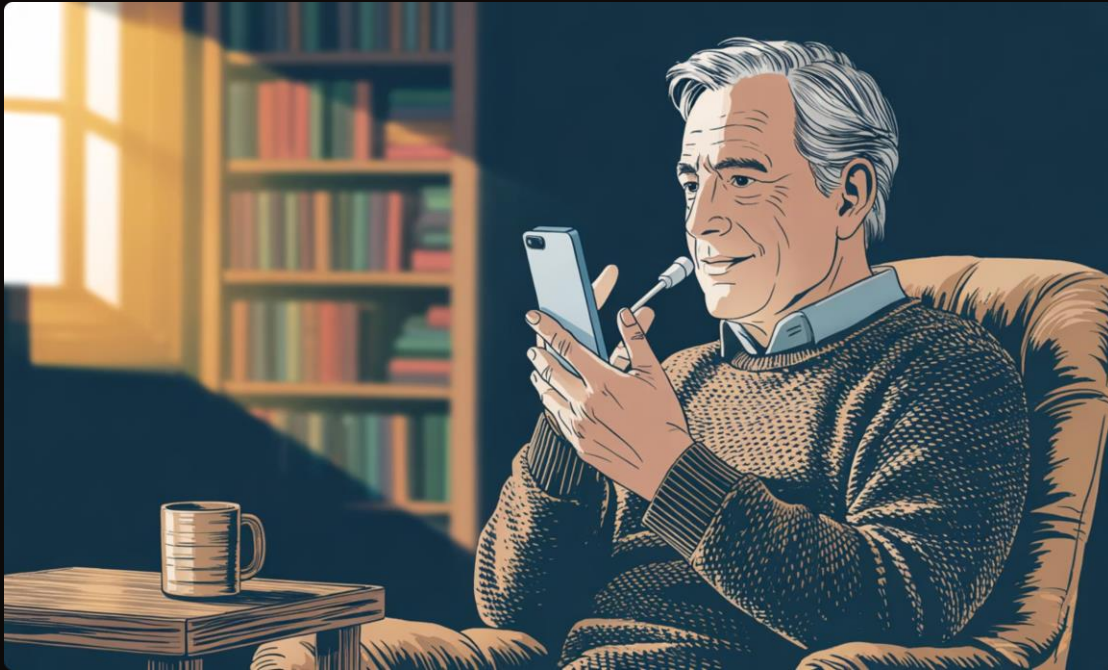
Your list is saved and ready to use at the store.



 **Helpful Tip:** Some phones let you add checkboxes to your list. Look for a checklist button () in the toolbar above the keyboard. Tap each item to check it off as you shop!

Using Voice Notes – Let Your Phone Listen!

If typing is difficult, you can **speak** your note instead. Your phone will turn your words into text. This is called a **voice note** or **voice-to-text**.



How to Use Voice-to-Text

1. Open your Notes app and start a new note
2. Look for the **microphone icon** 🎤 on your keyboard
3. Tap it once — you'll see a colored wave or dots appear
4. Speak slowly and clearly: *"Call Dr. Smith on Tuesday at 2pm"*
5. Tap the microphone again to stop
6. Your words will appear as text on the screen

📌 🎤 The **microphone icon** looks like a small cylinder shape. It is usually near the bottom-right corner of your keyboard.

Setting a Reminder

A reminder is an alert your phone sends you at a specific time — like a gentle tap on the shoulder that says *"Don't forget!"*

Where to Find Reminders

Look for an app called "Reminders" (iPhone) or "Clock" and "Google Assistant" (Android). You can also say: *"Hey Siri, remind me to take my pill at 8am."*

How to Set One

1. Open the Reminders app
2. Tap "+" or "New Reminder"
3. Type what you want to remember
4. Turn on the **Date & Time** switch
5. Choose the day and time
6. Tap "Add" or "Save"

What Happens Next

At the time you chose, your phone will buzz and show a message on screen. Tap it to see your reminder. Tap **"Mark as Done"** when finished.

Medication Reminders – Never Miss a Dose

Setting a daily reminder for your medication is one of the most important things you can do for your health. Let's set one up right now.

Example Reminder to Create

Reminder name: *"Take blood pressure pill"*

Time: 8:00 AM

Repeat: Every day

How: Open Reminders → Tap + → Type name → Set time → Turn on Repeat → Tap Every Day → Save

Helpful Tips for Medication

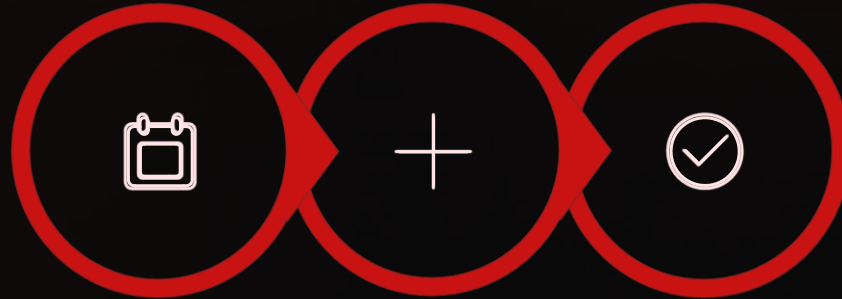
- Set a **separate reminder** for each medication if you take more than one
- Use the **Repeat** option so it alerts you every day automatically
- Name it clearly: *"Morning insulin"* not just *"Medicine"*
- Keep your phone **charged overnight** so reminders work in the morning



Practice: Set a reminder right now called *"Take my vitamin"* for tomorrow morning at 9:00 AM.

Using Your Calendar App

A **calendar app** shows you all your appointments and events in one place — organized by day, week, or month. Think of it as a digital planner that fits in your pocket.



**Open
Calendar**

Add Event

Save

Day View

See all events for one single day, hour by hour.

Week View

See 7 days at once — great for planning ahead.

Month View


See the whole month — good for spotting busy weeks.



Helpful Tip: Add your doctor's appointments, family visits, and prescription refill dates to your calendar right away so you never have to rely on memory alone.

Stay Safe: Avoid These Common Mistakes

As you learn to use notes and reminders, it's important to know about a few safety concerns. Knowledge is your best protection.

- ⊗  **SCAM WARNING:** If you receive a reminder, text, or notification that says *"Your bank account is locked — tap here to fix it"* — **DO NOT TAP IT.** Your bank will never send urgent alerts through your Notes or Reminders app. Call your bank directly using the number on your card.

✗ Don't store passwords in Notes

Notes are not always private. Never type your bank PIN, Social Security number, or passwords in a note.

✗ Don't ignore reminder alerts

If a reminder pops up and you're busy, tap **"Snooze"** — it will remind you again in a few minutes.

✓ Do keep notes simple and clear

Short notes are easier to read later. Use names and dates so you know exactly what each note means.