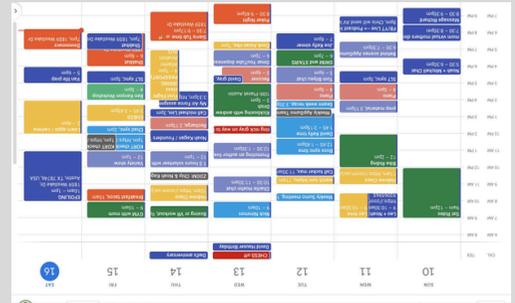


- Tap on an event, select 'Edit'; color that represents the type of event or its priority.
- Change the default color to a



Balance your life with colors



Color-Code Events

- Tap on the event and select 'Add notification'
- Choose your preferred reminder method (email, or pop-up messages) and timing.

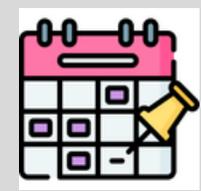


Reminders repeat until you mark them as done. Yes, you can use these like a to-do list!

Never miss an appointment again!

Set Reminders

Got an event or task?  
Add it!



- Click on the date in Google Calendar, then use the 'Add Title' choose 'Event' or 'Task' button.
- Enter the event details.
- Save your event or task!



Google Calendar is one of the most popular digital calendars available. It is not just for scheduling:

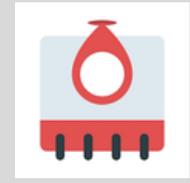
- It can be your go-to partner for managing your time effectively.

Google Calendar is a PIT because;

- It's free and accessible to all
- It can be used to organize community events, disaster response coordination, etc.
- Can be integrated with assistive technologies such as screen readers and voice assistants



Be careful when adding locations in shared calendars. Stay safe while keeping your life in sync



When creating or editing an event, use the 'Location' field to help with travel planning and directions.

Include Locations



Plan with Google Calendar



(2025)



- Day
- 3-days
- Week
- Month

Calendar views can be as

See what you want to!



Nice-to-know



- You can create all-day events which works great for remembering birthdays.
- It is easy to add any virtual conferencing, such as Zoom or Google Meet, links to your events.
- You can share your schedule with others and vice versa
- You can attach important document directly to your events. Do not forget documents for meetings





**ME**