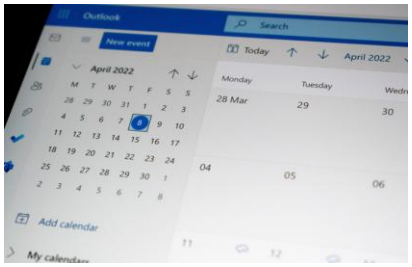
DS 1 Assignment

My Screenshots/Photos

- Please add 4–6 screenshots or photos of your digital life.
- You can use your phone or laptop.
- For each screenshot, write one or two sentences explaining what it shows.

Screenshot/Photo 1

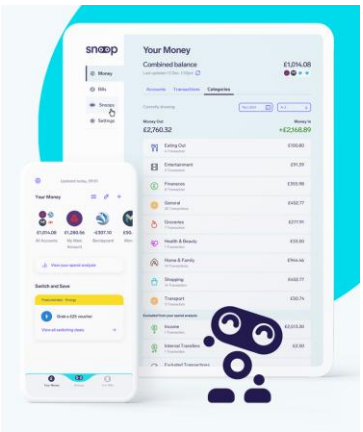


Here is my Microsoft Outlook Calendar which I use to keep my life structured and running smoothly. I use it for mapping out my meetings, social plans, and appointments in one place, I ensure I never double-book or miss out on any upcoming plans.

Screenshot/Photo 2

I use WhatsApp to keep in touch with friends, family, and work mates. I also use it for advertising and communicating with potential clients and customers. Keeping all my chats in one place makes it super easy to handle everyday talk and sort out business plans on my phone.

Screenshot/Photo 3



Snoop is a money tracking tool that I use to see how much I spend on transport and other expenses. It automatically splits my spending into groups so I can track exactly where my cash goes. It makes it super easy to keep an eye on my daily budget and stay on track for the month. It saves me a lot of time as I can make changes on the go, and it more convenient compared to a physical register.

Screenshot/Photo 4

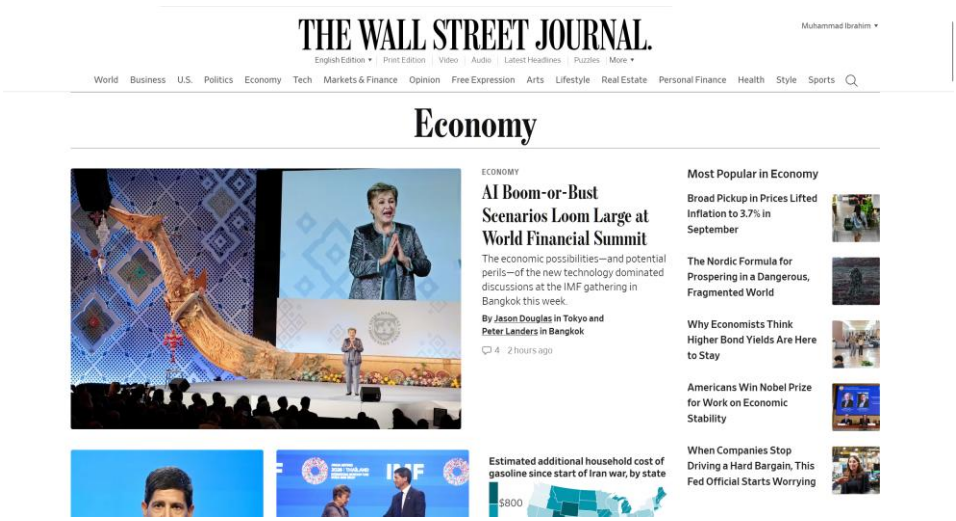
I use the sumup app at work to get payments from clients. I mainly use the app to invoice, keep track of payments, and report monthly invoices. This makes it very convenient because I can take quick card payments on the go and clear bookings instantly without look up paperwork later. The app can also be installed onto

payment terminals, and they can sync with the live app. This also allows me to instantly review any payment made from a client to the business.

Screenshot/Photo 5

There is another app that I use, the Cab Treasure app to manage booking allocations and track live driver locations. I use it to clear active jobs, schedule future bookings, and keep a clear history of all our shifts, which makes my job as a controller extremely convenient because I can run the entire dispatch system effortlessly from one screen without losing track of a single vehicle.

Screenshot/Photo 6



I use the wall street journal to keep up to date with current economics and media. I use this information to plan long term goals around my economic matters. This allows me to plan well into the future, and adjust goals based on daily news.

My Short Reflection

- Write 5–8 simple sentences about your digital life.
- You can use the sentence starters below if helpful.

I feel confident when I use digital tools. I have been using these apps and programs for several years now. Most of these apps are used at work, hence are an integral part of what I do most of the day. I often use these tools at work, but I sometimes feel nervous when new tools come around. I was hesitant in the past adopting these tools, but I have realised that adopting newer technology and moving ahead is how one can progress in their career.