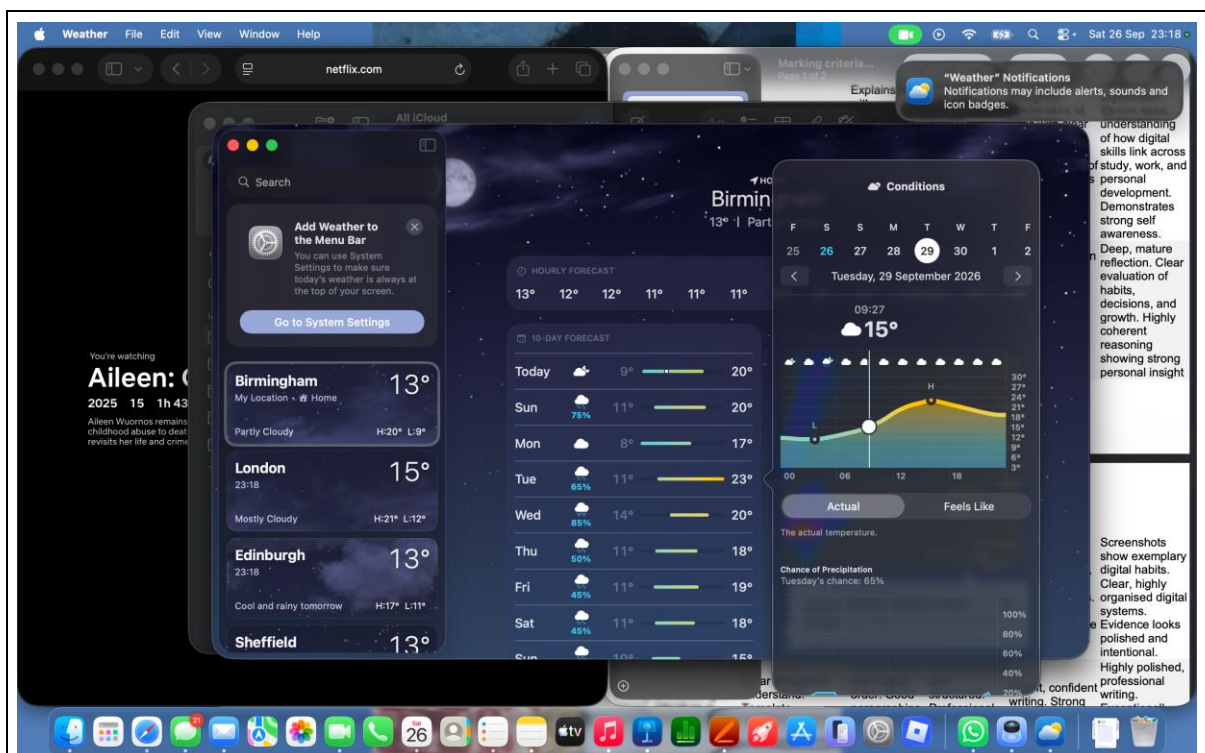


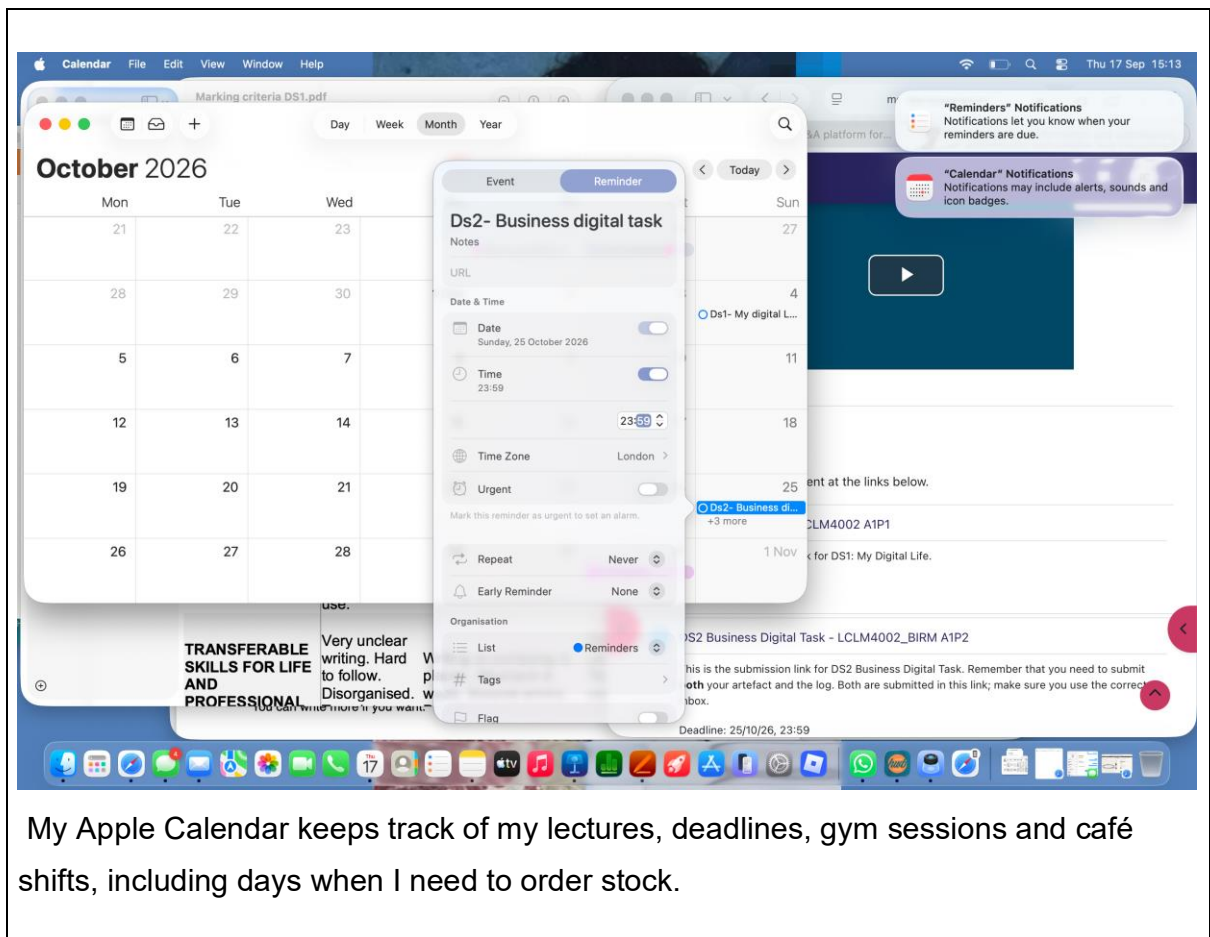
My Digital Skills

Weather app:

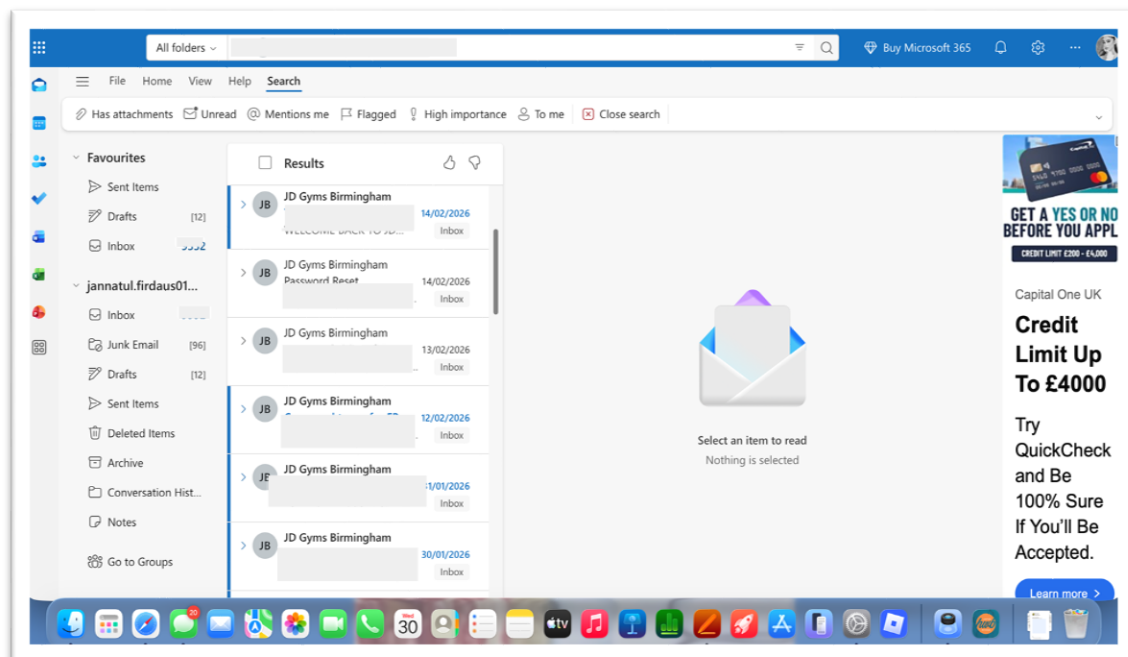
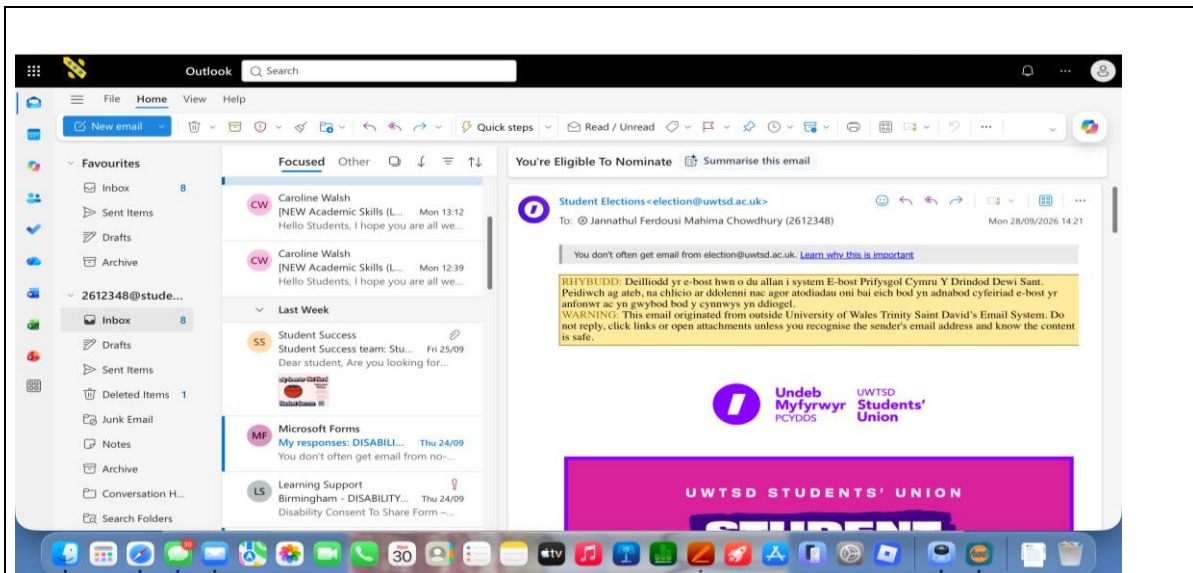


I check the Weather app daily to plan my commute to university and work, as well as my gym sessions. It helps me prepare for the weather and avoid delays.

Apple Calendar/Reminder

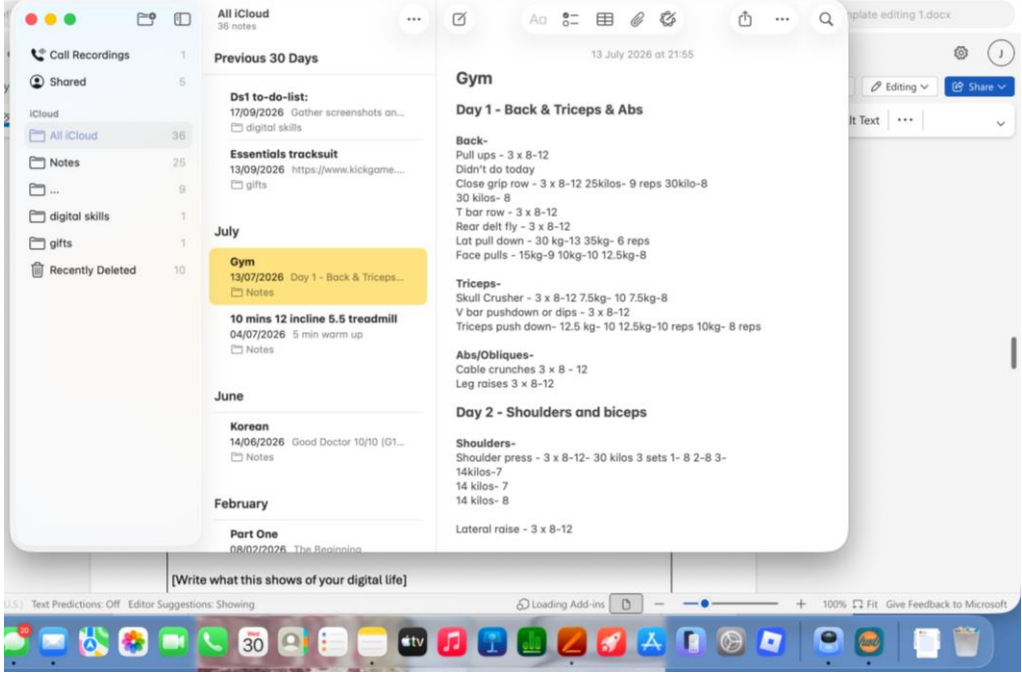


Outlook – work and personal:



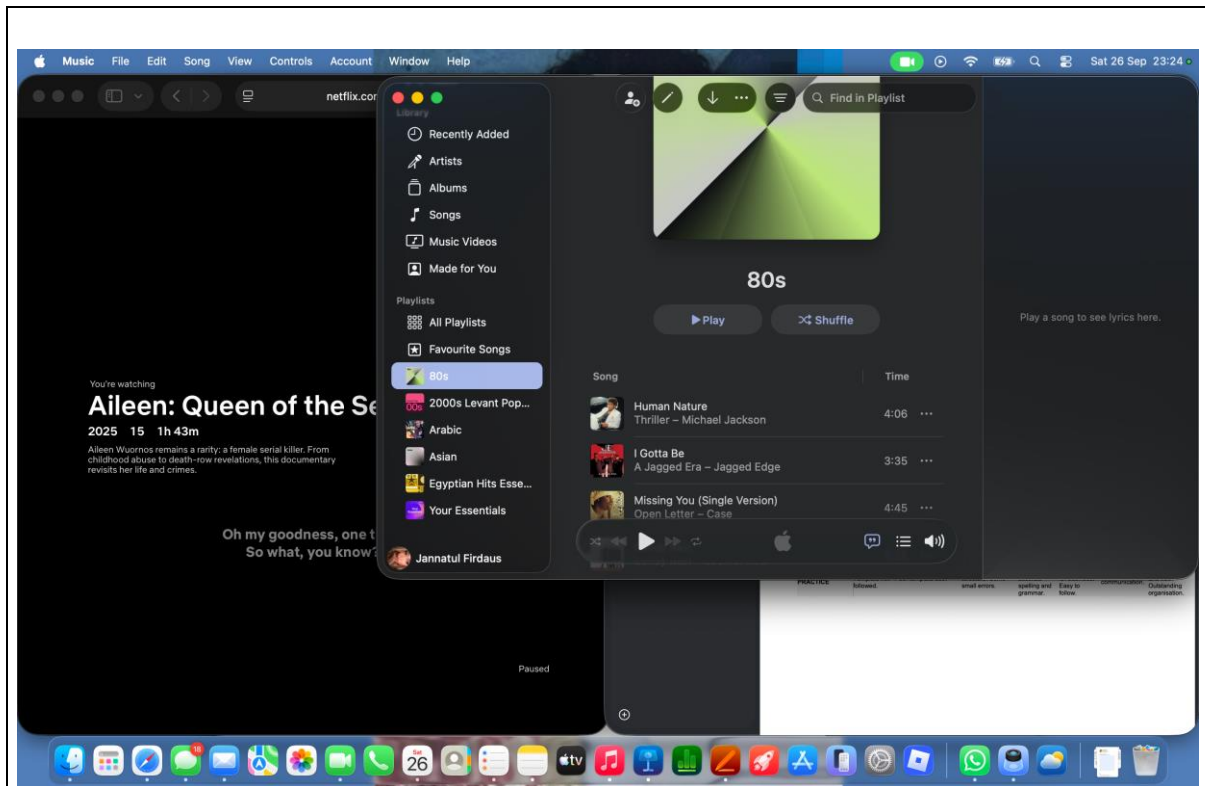
Outlook is my main email for tutors, university updates, and personal emails that include doctors' notes and other important documents. It keeps my academic and professional communication organised and reliable.

Apple Notes:



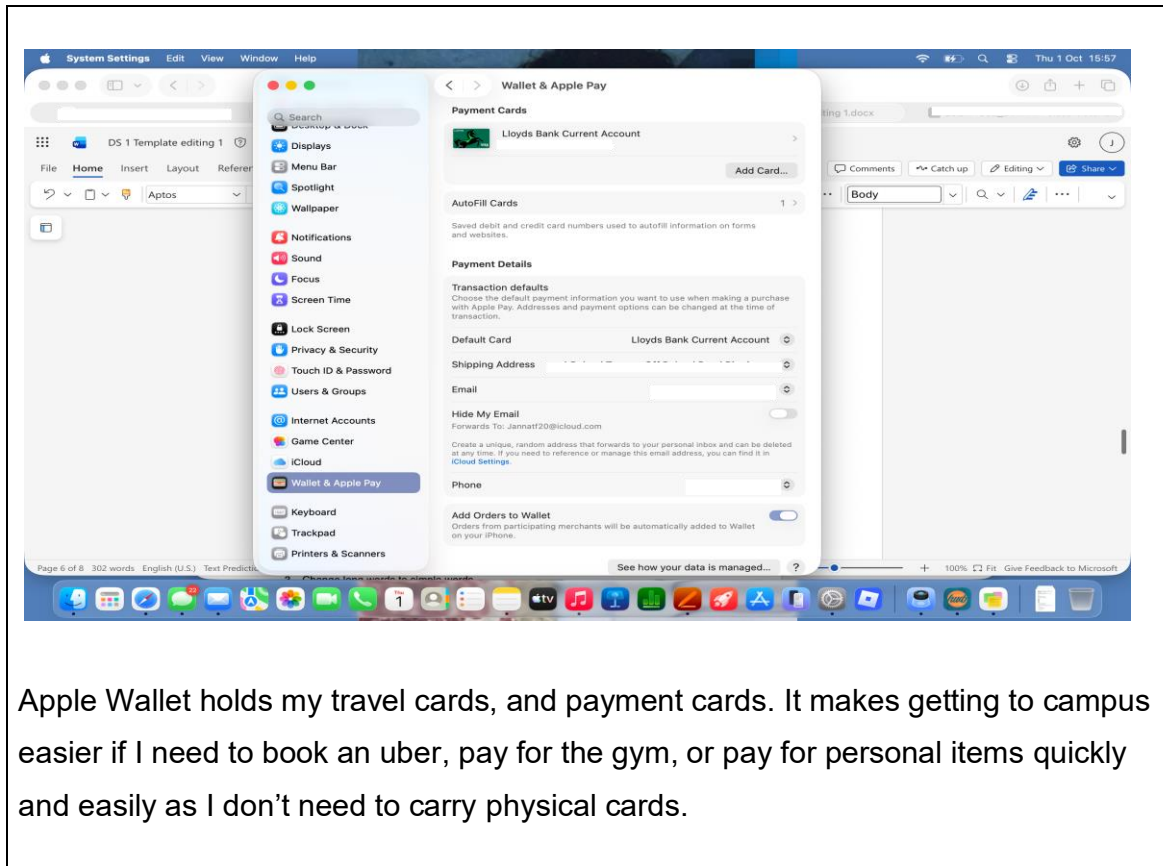
I use Notes to list lecture topics, assignment plans, gym workout routines, and stock needed for the café. It keeps my study, fitness, and work details all in one quick, easy place.

Apple Music:



Apple Music keeps me focused and energised. I listen to music of my choice while studying, songs that contribute to enjoying my gym sessions and upbeat playlists while preparing drinks at work.

Apple Wallet:



Apple Wallet holds my travel cards, and payment cards. It makes getting to campus easier if I need to book an uber, pay for the gym, or pay for personal items quickly and easily as I don't need to carry physical cards.

My Short Reflection

I utilise digital tools to manage my responsibilities, particularly my university work, my role in a café as a barista ordering stock and maintaining a consistent gym routine. They help me stay organised, plan my schedule effectively, and ensure that important tasks are not overlooked. I feel considerably more at ease when my apps and lists are kept up to date, as I no longer have to worry about assignment deadlines, stock order dates, work shifts, or finding opportunities to train. I would like to further develop my skills in organising files as well as limiting my screen time. This would enable me to manage the café's inventory more efficiently and collaborate with my teammates on projects without unnecessary confusion or disorganisation. Limiting screen time would help me reset my brain for balancing work, my personal life, and allow my eyes to rest. The main digital applications I use include Weather, Notes, Outlook, Calendar, Apple Music, and Apple Wallet. Honestly, I would struggle without them, as they help structure my day and ensure that everything runs as smoothly as possible.

At times, I feel concerned about protecting my personal information online and relying too heavily on my phone instead of allowing myself sufficient time for rest and relaxation. I anticipate that this module will help me develop digital skills that can be applied to different aspects of my everyday life. These skills could support my studies, improve how I manage inventory at the café, and demonstrate to future employers that I possess valuable digital competencies. Digital skills are important to me because they influence almost every area of my life, from completing assignments, placing orders, and overseeing stock. Developing these abilities will strengthen my confidence and potentially open the door to many new opportunities. Although I already have a personal routine that works well for me, there is still a great deal more I can learn, and I am genuinely enthusiastic about developing these skills further.