

DS 1 MY DIGITAL LIFE 2534716

Screenshot/Photo

Desktop Folders files for Uni and business.



This shows how I organize my university and business files into specific folders to ensure my workflow is efficient and professional.

Screenshot/Photo 2

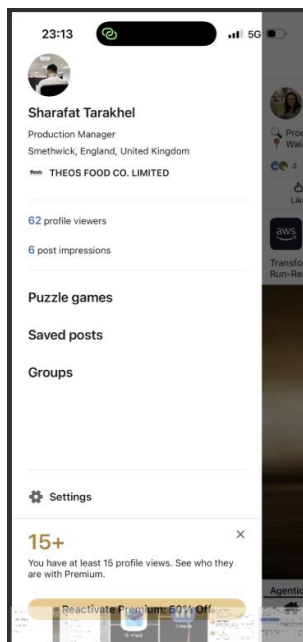
LinkedIn App on my Phone Home screen.



This highlights that I keep professional networking tools easily accessible on my phone to stay connected with industry trends and opportunities.

Screenshot/Photo 3

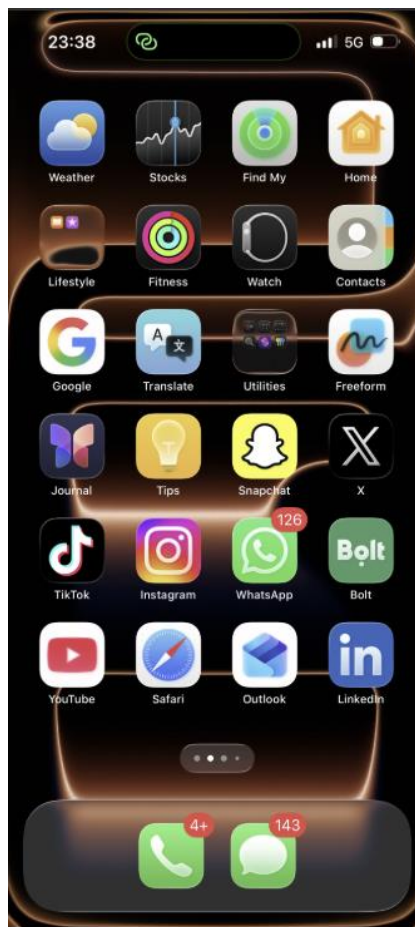
LinkedIn side profile showing foot traffic to my profile and brief intro about myself.



This demonstrates my professional digital identity and how I monitor engagement with my profile to build a strong network.

Screenshot/Photo 4

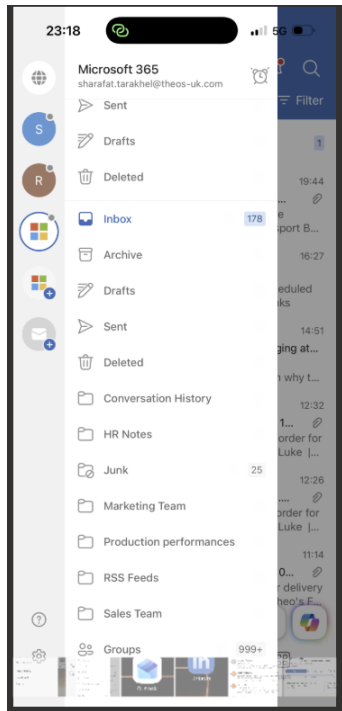
Phone home screen showing social media, food delivery apps, taxi apps, emails and weather apps etc.



This displays the variety of apps I use daily, showing how I balance personal lifestyle needs with essential communication tools like email.

Screenshot/Photo 5

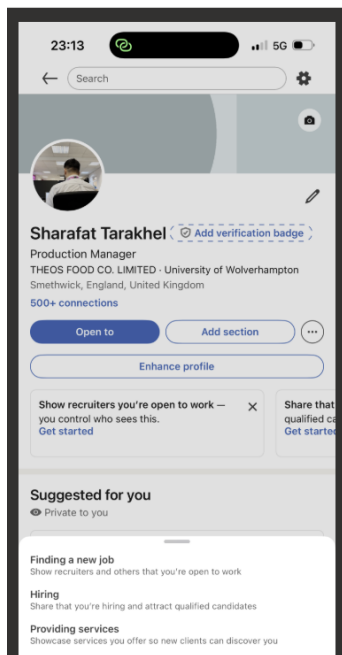
Email Folder files neatly organised



I use these neatly organised email folders to manage communications from work ensuring important information is always accessible.

Screenshot/Photo 6

LinkedIn Account main Page highlighting ready to work status.



This shows my proactive approach to career development by using digital features to signal my professional status to potential employers.

My Short Reflection

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

1. I use digital tools to manage my academic responsibilities effectively and maintain a professional presence online.
2. I feel confident when I have my digital files and emails neatly organised, as it helps me stay productive and reduces stress.
3. I want to improve my technical skills in specific business software to better support my long-term career goals.
4. I often use these tools, LinkedIn for professional networking, Outlook for communication, and organised desktop folders for my studies.
5. I sometimes feel nervous about how much of my personal data is shared across different platforms, so I am becoming more aware of my privacy settings.
6. I hope this module will help me refine my digital habits and teach me how to use technology even more strategically for my professional growth.
7. Digital skills are important for me because they are the foundation for success in the modern workplace and allow me to connect with global opportunities

--