(1) **Calendar events**　(2) *Text notifications*　(3) **Scaffolded** *icon-augmented notifications*　(4) *Icon-augmented notifications*

(1) Calendar events	(2) Text notifications	(3) Scaffolded icon-augmented notifications	(4) Icon-augmented notifications
WED 30	[Group meeting in 30 minutes]	[Group meeting (👥) 30 min]	[👥 30 min]
W27 Alex's birthday	Alex's **birthday** today	**Birthday** (🎂) Alex	🎂 Alex
10am 10am Group meeting	**Group meeting** in 30 minutes	**Group meeting** (👥) 30 min	👥 30 min
11am 11am Call mom	**Call mom** in 10 minutes	**Call mom** (👩) 10 min	👩 10 min
12pm 12pm Lunch with John	**Lunch** with John at 12 pm	**Lunch** (🍴) John, 12 pm*	🍴 John, 12 pm*

Guide for Converting Text Notifications to Icon-augmented Notifications

Identify frequent, recurring, or important tasks/events from daily activities (i.e., personal calendar)

- Identify the event's **primary** information (e.g., Group meeting)
- Provide a set of icons for users to choose for the event's **primary** information (see below)
  - Allow users to suggest/modify icons

- Shorten the secondary information
  - Use abbreviations
  - Remove filler words
- Use the selected icon to represent the **primary** information
- Show corresponding icon along with shortened *text notification*

Once users become familiar with the meaning of the icon from the scaffolded notifications, transition to *icon-augmented notifications*

Group meeting 👥 💻 👥 👥