

SURVEYING YOUR DIGITAL LANDSCAPE [1/3]

This worksheet will help you map out your current digital landscape, including your devices, digital pain points, and current digital activity.

Please take the time now to fill this worksheet out completely and thoroughly. Don't skip this step, because you will be referring back to this worksheet throughout this course.

1. DEVICE INVENTORY

Please list **all devices you currently own or use** – include personal, work, and also old devices. Include the make and device type (ex: *iPhone X*; *Lenovo Yoga Windows laptop*; *Amazon Kindle*)



PHONE(S):



TABLET(S):



LAPTOP(S) & DESKTOP COMPUTER(S):



OTHERS:

(hard drives, USBs, music players,
CD collection, DVD collection, etc)

SURVEYING YOUR DIGITAL LANDSCAPE [2/3]

2. DIGITAL PAIN POINTS

Think through your top **digital pain points**, and detail them below.

For example: I have 35,000 emails in my main inbox, plus a bunch of old email accounts, making me feel stressed and like I can never keep up; I'm always losing and misplacing my passwords - tracking down my passwords wastes time and energy; I have no idea whether my 20,000 photos are being backed up, making me feel anxious when I think about what would happen if my device were lost or stolen

1. _____

2. _____

3. _____



We recommend also taking a few minutes to **capture screenshots** of your current phone, computer desktop, and email screens.


SURVEYING YOUR DIGITAL LANDSCAPE [3/3]

3. DIGITAL ACTIVITY

This worksheet will help you map out your current digital activity, and get a better understanding of how and when you use your devices, platforms, and applications. Under description, include the current status of this digital area, including location, use, duplication, and any issues.

DIGITAL AREA	DESCRIPTION
APPS	
EMAIL	
BACK-UPS	
CALENDAR	
TO-DO LIST	
NOTES	
DOCUMENTS	
DOWNLOADS	
CONTACTS	
PASSWORDS	

DIGITAL MEDIA	DESCRIPTION
LEGACY HARDWARE	
SCANS	
WEBSITES	
PHOTOS	
VIDEOS	
BOOKS & READING MATERIALS	
SOCIAL MEDIA ACCOUNTS	

 AVERAGE DAILY PHONE USAGE

SCREEN TIME

PICKUPS PER DAY

NOTIFICATIONS PER DAY