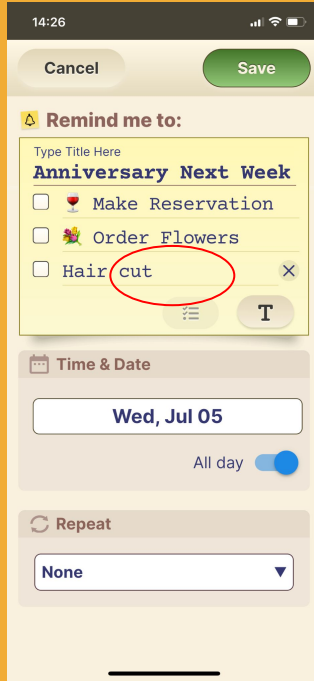


# Adding a Note and Checklist to your Reminders



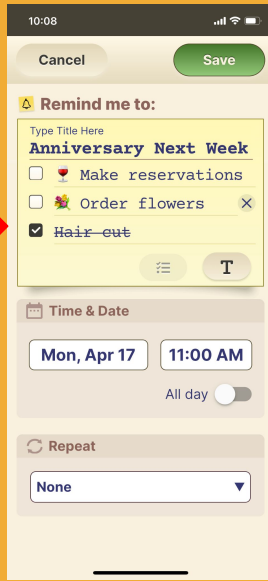
Your reminders can contain free text as well as a checklist – easily switch between the two.

## Step 1 of 3

Select the checklist icon and start building your list .



# Adding a Note and Checklist to your Reminders



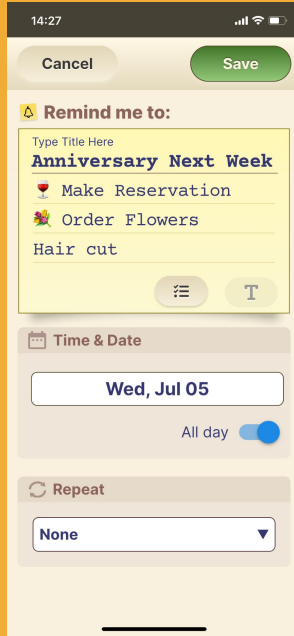
## Step 2 of 3

“Check” things off your list by:  
Opening the reminder on your calendar  
& pressing the open box next to the  
item you wish to “check off”.

Items can be de-selected by pressing  
the box again.



# Adding a Note and Checklist to your Reminders



## Step 3 of 3

You can always convert your list to free text just by clicking the text button.

