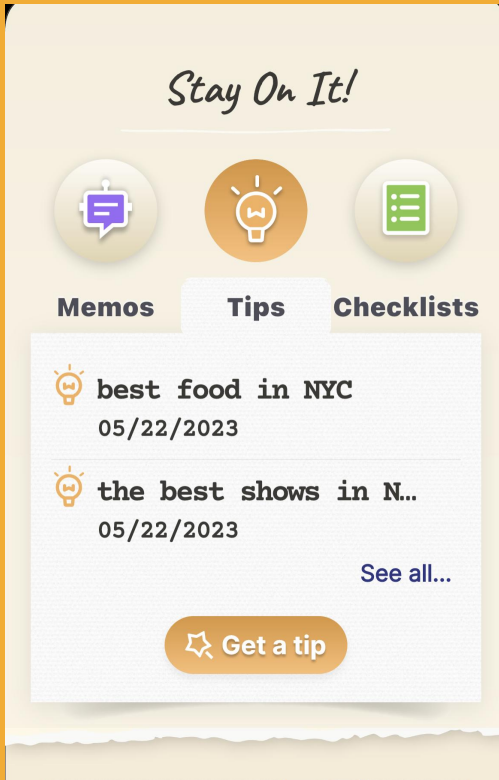


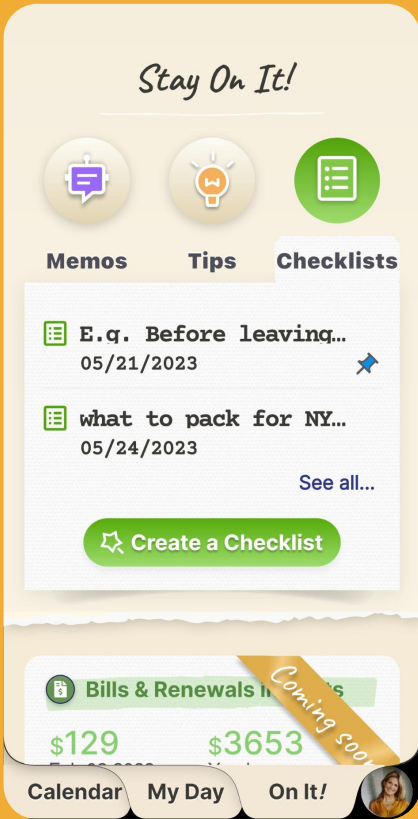
# Getting Started with On It!



**On It!** is your center for proactive planning & memory so that you never forget another thing again. The features are powered by the most advanced AI-GPT technology out there, giving you super-planning super powers.

These AI-GPT powered **On It!** features include Memos, Checklists, Greeting Cards & Tips.

# Getting Started with On It!

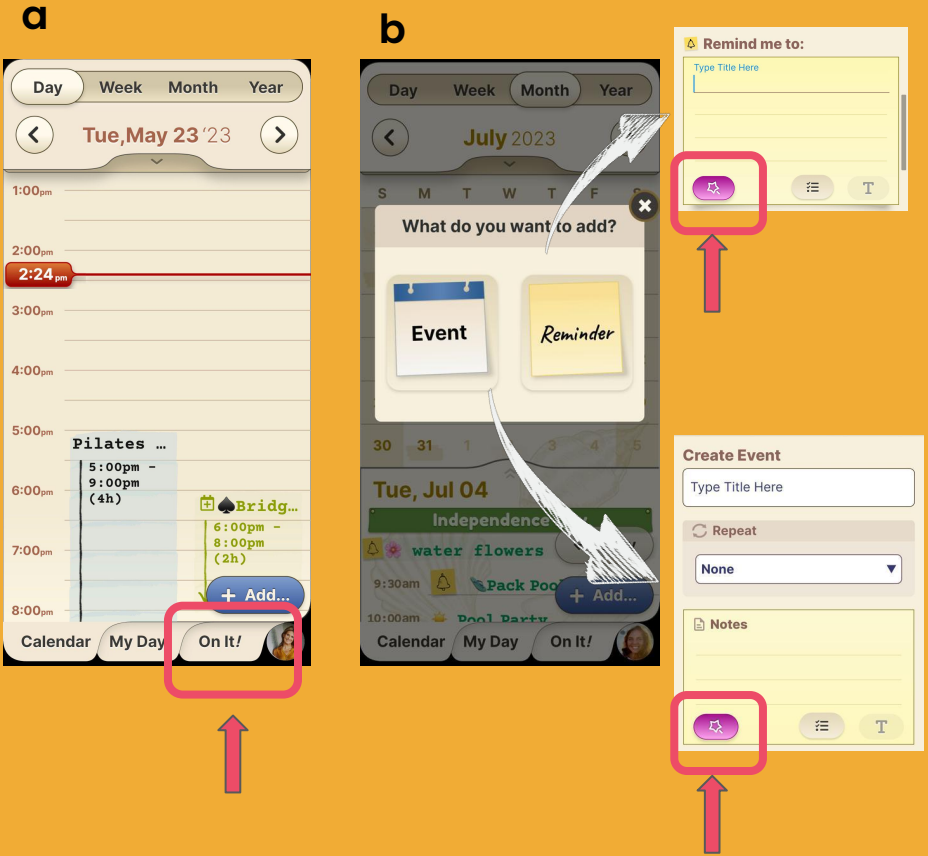


## The On It! tab

Within the On It! tab, you can create a new note or search previous inputs in **Memos**, or receiving a **Checklist** or **Tips** for planned events, tasks, etc.


In the near future you will also be able to create AI based reminders.

# On It! Checklists

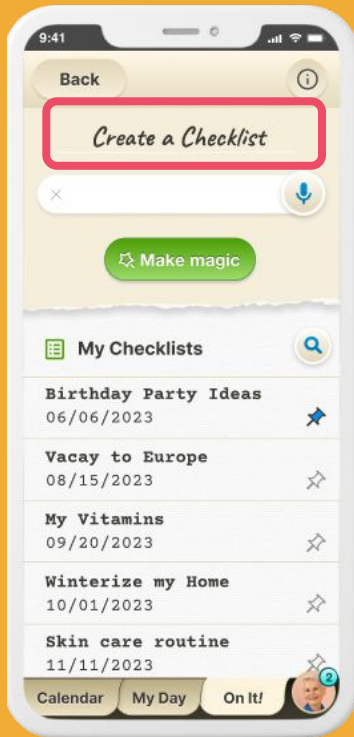


## Checklist for anything

There are two ways to get a **Checklist**.

1. Press the On It! tab
2. Within the “Notes” section of your HeyLife Calendar Events & Reminders, there is a “Magic” On It! button 

# On It! Checklists



POWERED BY CHAT GPT



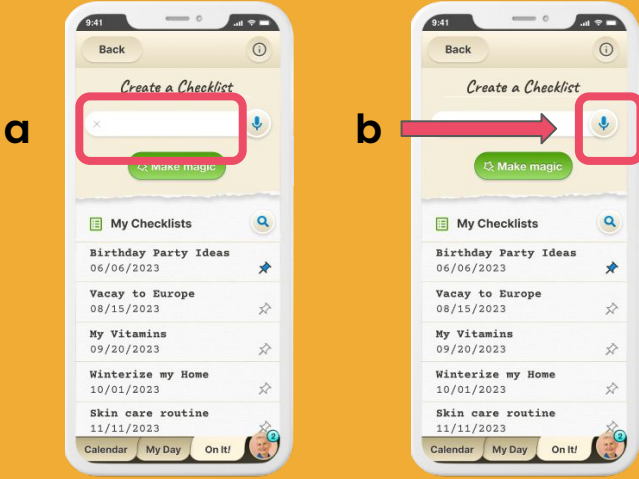
## Step 1 of 4

Make sure everything you need is covered. To create **checklists** you can type or say what kind of list you need.

HeyLife will conjure a full checklist for anything in seconds. For example:

- what to take to the pool
- how to check out of a hotel room
- things to remember when planning a dinner party

# On It! Checklists



a

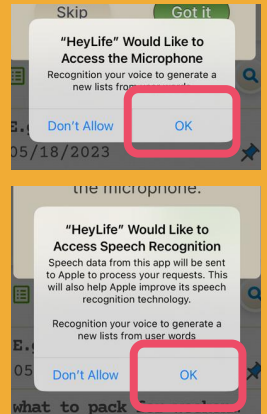
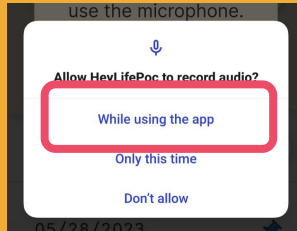
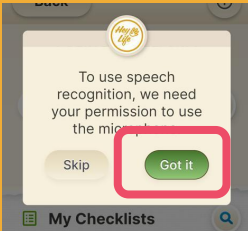
b

HeyLife

Android

iOS

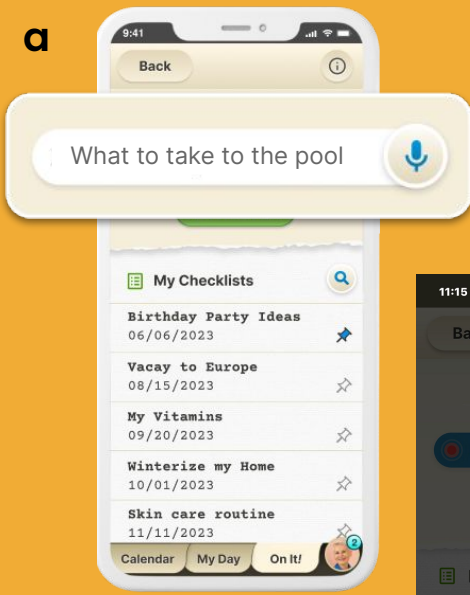
c



## Step 2 of 4

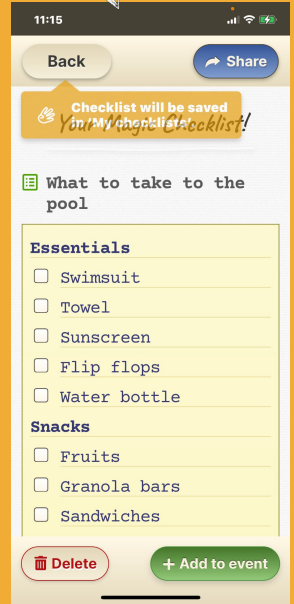
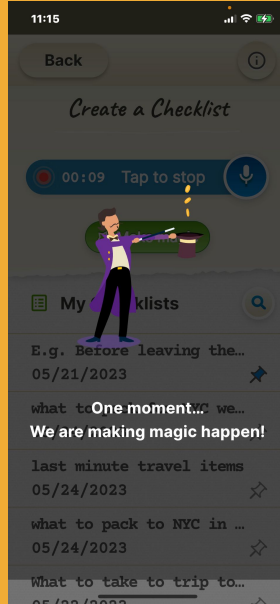
- To type your desired checklist, click on the white prompt box.
- To dictate the kind of checklist you'd like, tap on the button with the blue microphone icon.
- Note: if this is the first time you are using the "dictation" feature, you will need to give permission for HeyLife to use your device's microphone and speech recognition.

a



# On It! Checklists

b

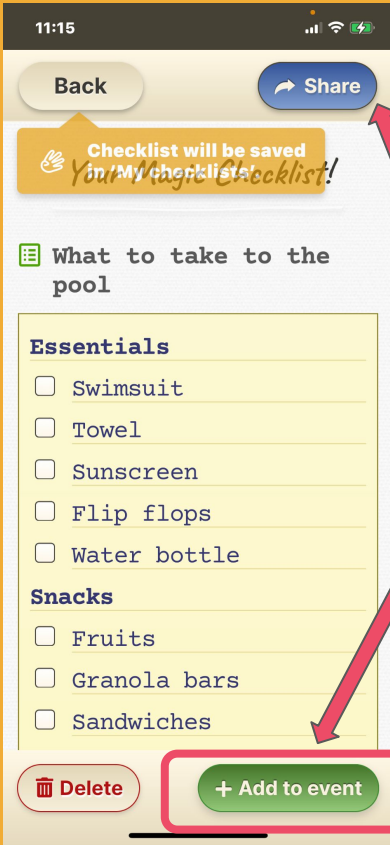


## Step 3 of 4

Example: pool day

- In preparation for spending time at the pool, we asked On It! for a smart checklist for "what to take to the pool"
- After a few seconds of "thinking" the system offered us a list that included equipment, clothing, and snacks.

# On It! Checklists



## Step 4 of 4

Example: pool day

- c. You can choose to Share your smart checklist with others
- d. You can choose to add your smart checklist to an event in your HeyLife calendar

**Thank you!**