

Digital Life & Technology Skills Checklist

Use this sheet to track your teen's growth in practical tech areas. Check off what they've learned or practiced, and add notes as needed.

Basic Tech Skills

- Create and format a document (Google Docs / Word)
- Create and format a spreadsheet (Google Sheets / Excel)
- Make a digital slideshow (Slides / PowerPoint)
- Save and organize digital files and folders
- Use cloud storage (Google Drive, Dropbox)
- Use a printer/scanner independently
- Type with increasing speed and accuracy

Communication & Professional Skills

- Write and send professional emails
- Use calendar and scheduling apps
- Fill out and submit online forms
- Create a digital resume or cover letter
- Attach files and send documents properly
- Participate in a Zoom or video meeting
- Practice interview skills via video or in-person

Online Safety & Discernment

- Use strong passwords and understand cybersecurity basics
- Practice safe internet browsing and avoid phishing scams
- Understand digital footprint and privacy settings
- Recognize reliable vs. biased news sources
- Reflect on healthy screen time habits
- Understand respectful and safe social media behavior

Creative Tech Electives

- Design a flyer/poster using Canva or similar
- Write and format a blog post
- Record or edit a video
- Create a podcast or audio recording
- Explore beginner coding (Scratch, HTML, Python)
- Take or edit digital photos
- Maintain a creative or school-related YouTube channel

Organizational Tools & Habits

- Use a to-do list app or planner
- Set screen time goals and limits
- Create a digital budget spreadsheet
- Use a family or school calendar digitally
- Maintain digital notes for school or projects

Extra Notes:

Use the space below to document projects, courses taken, or skills developed.