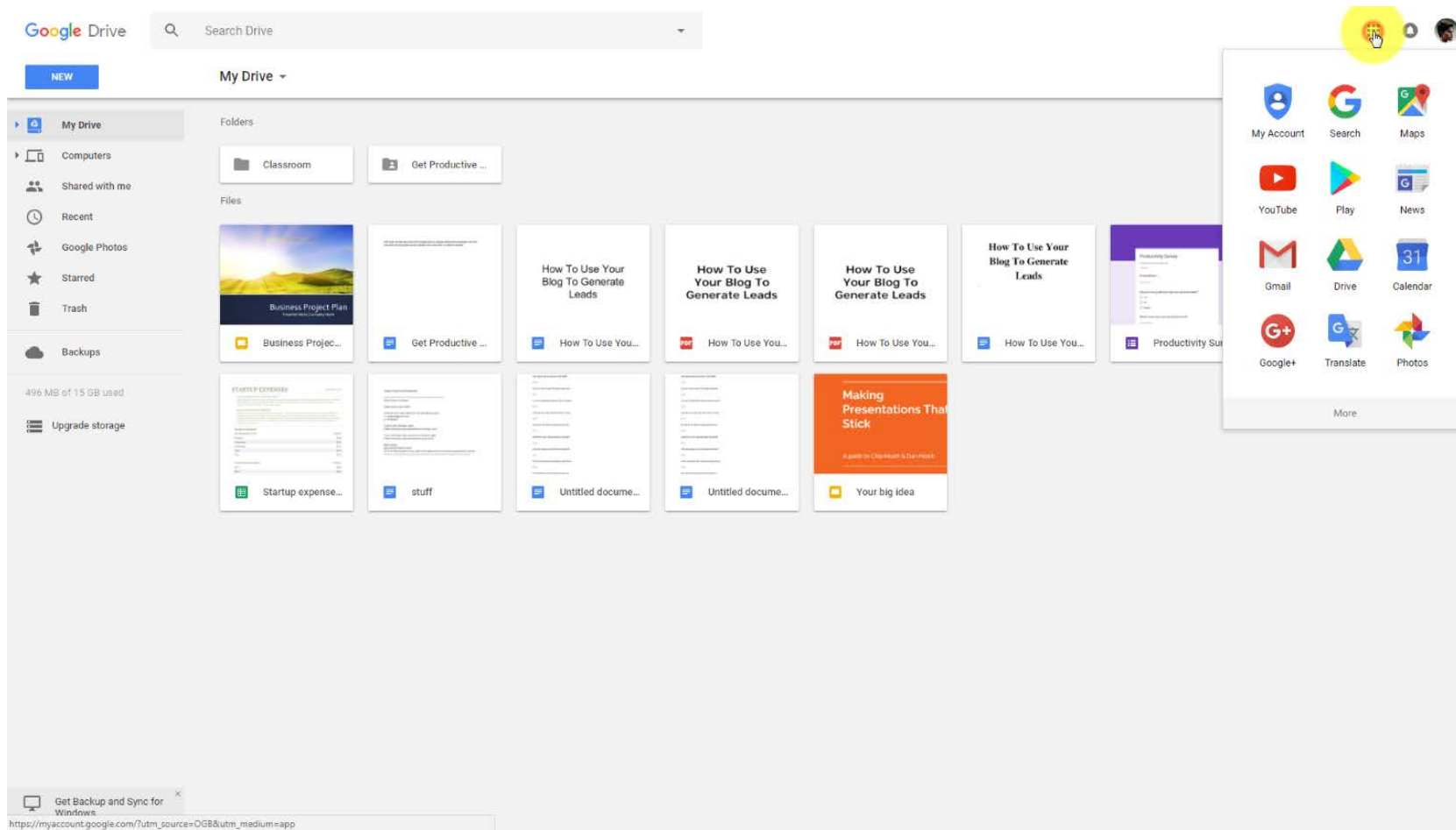
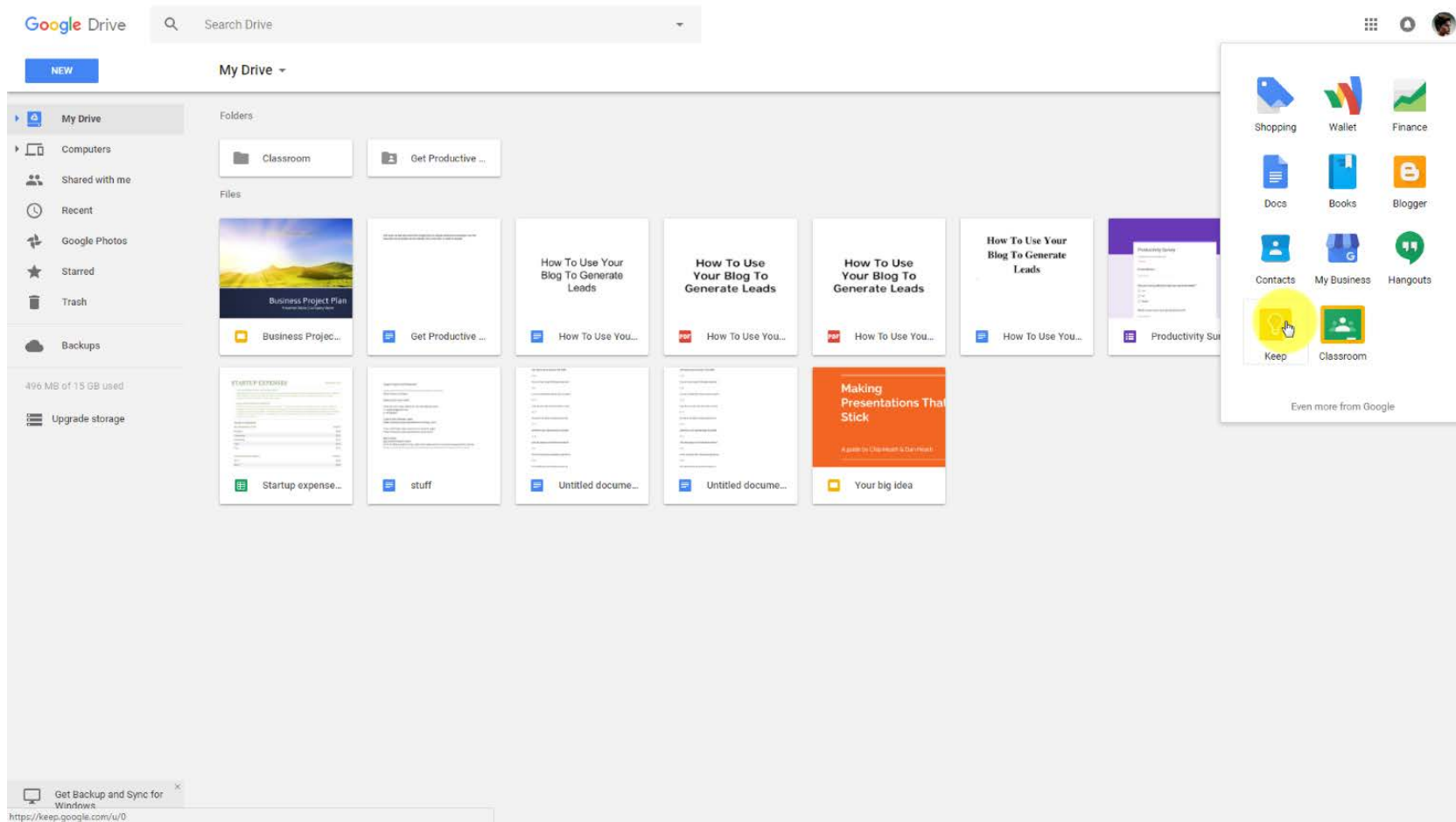


Manage Tasks and Projects with Google Keep

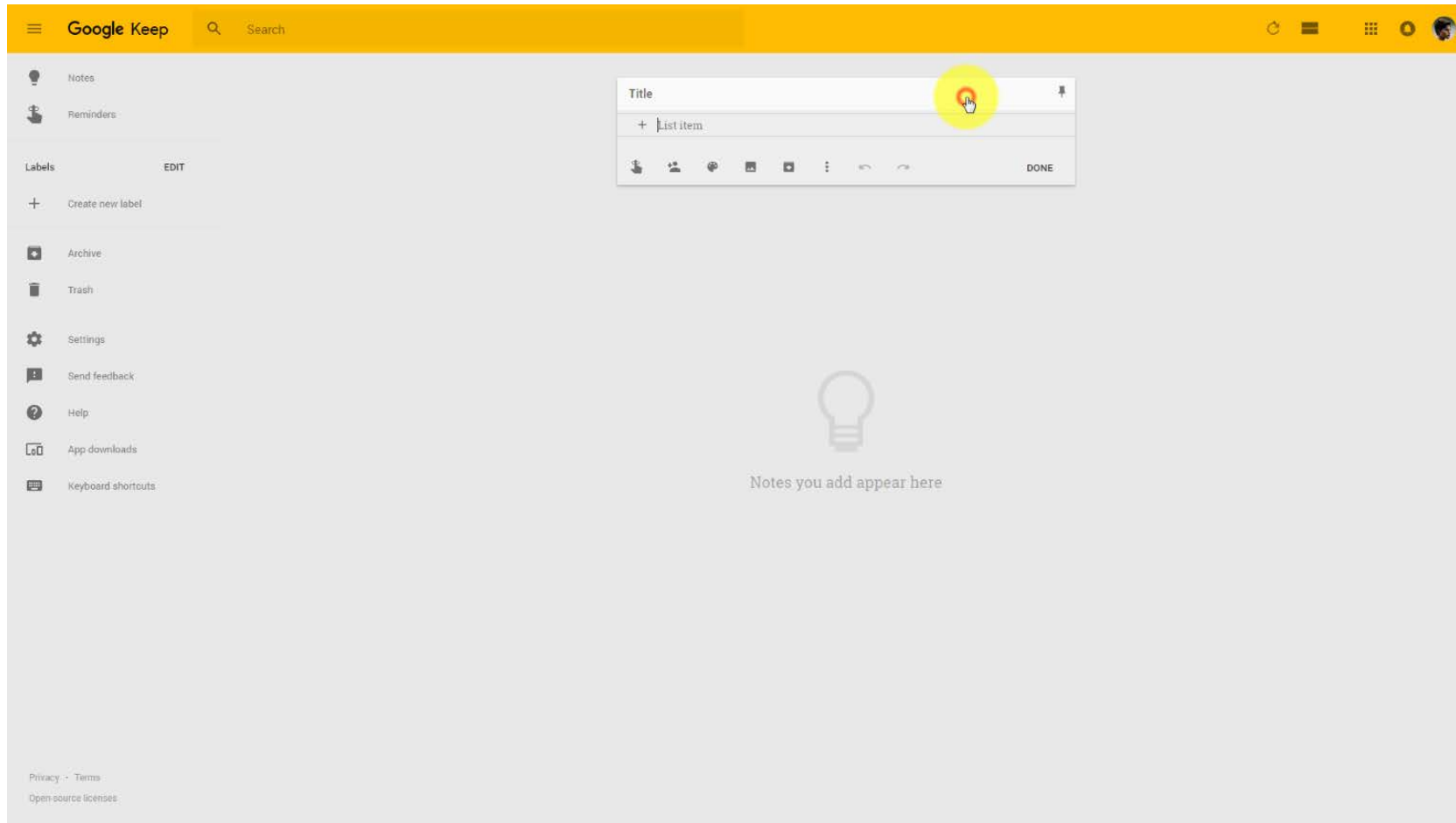
Click the Selection Box



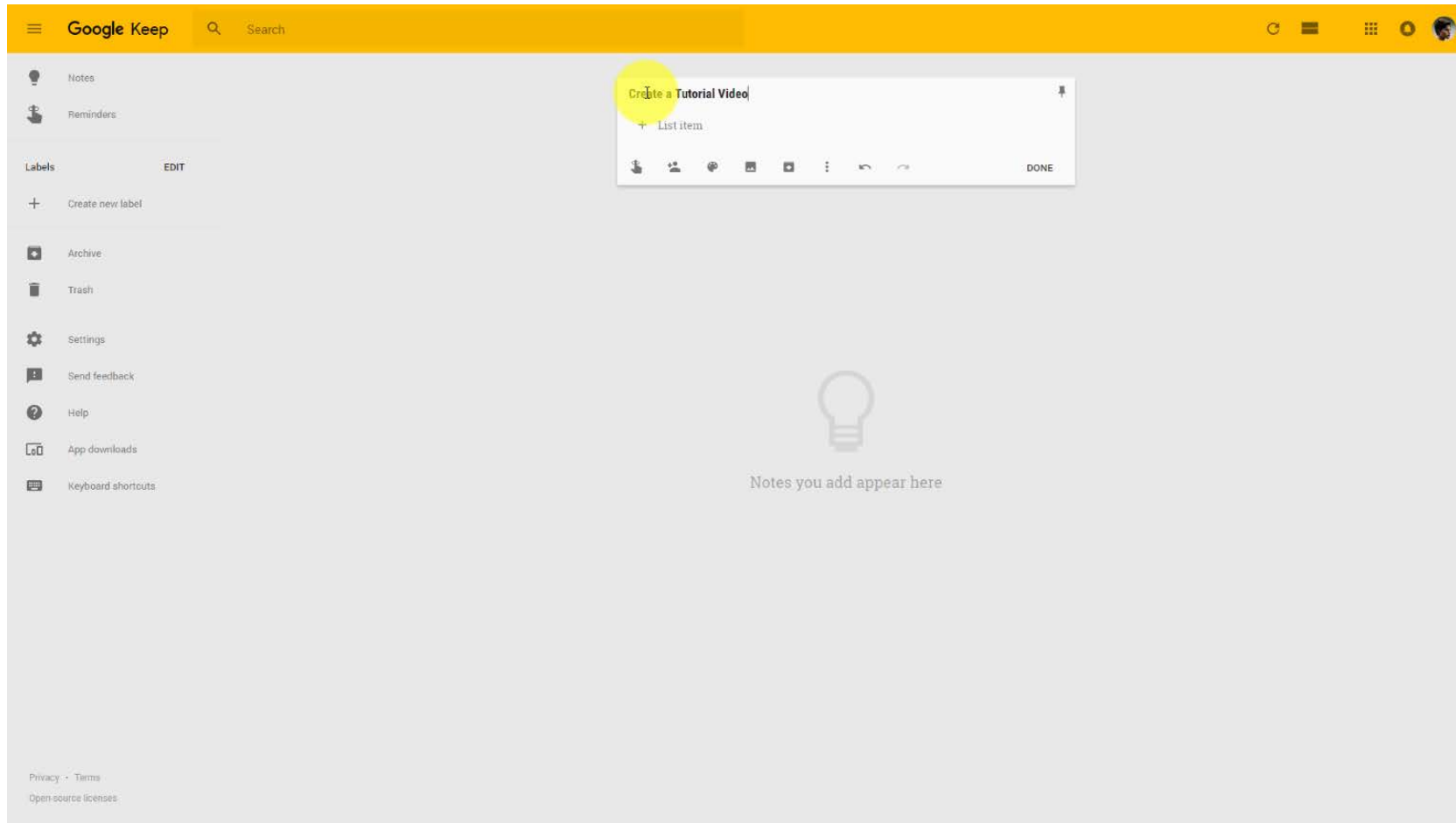
Click Keep



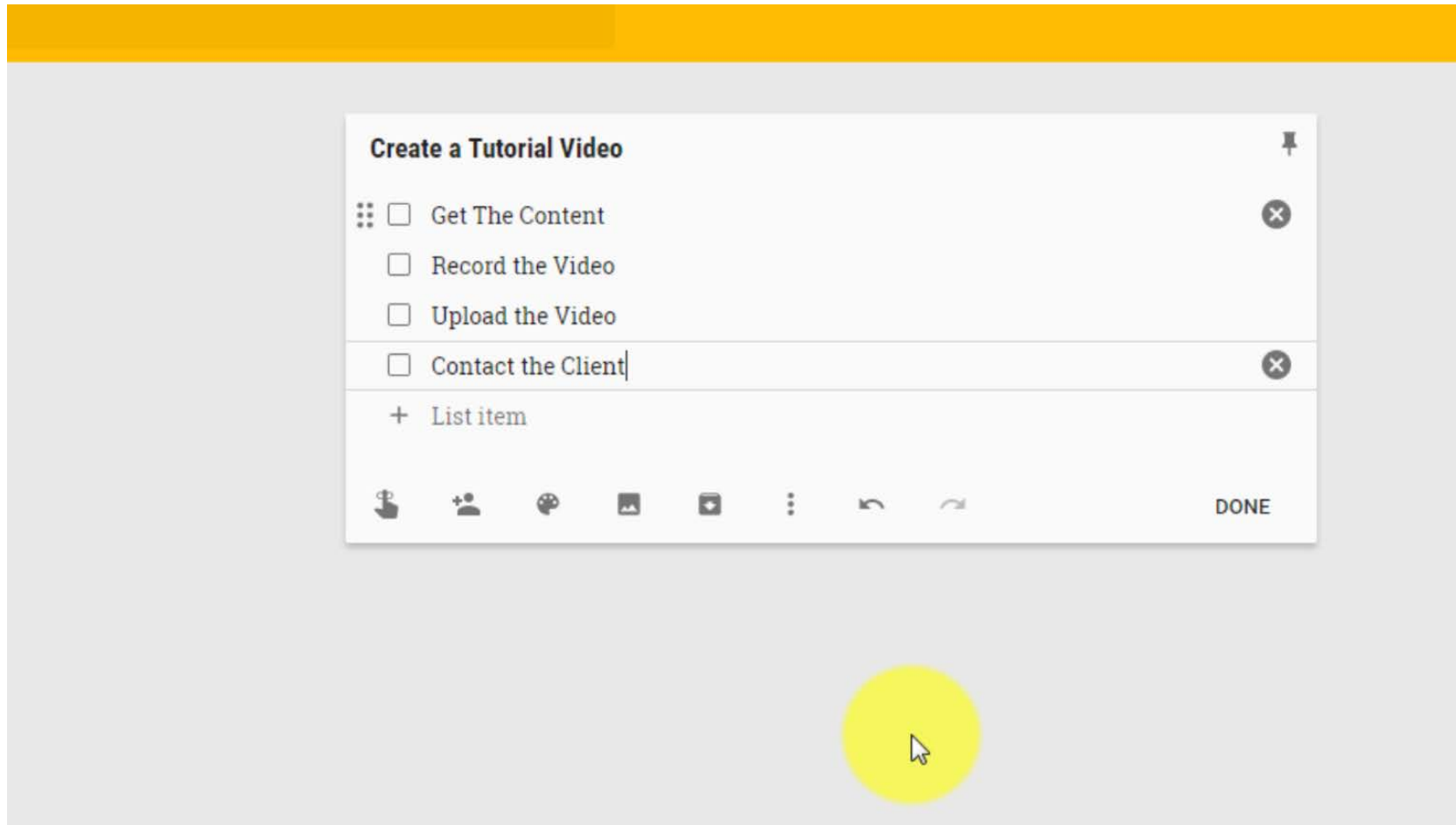
Click Note List Icon



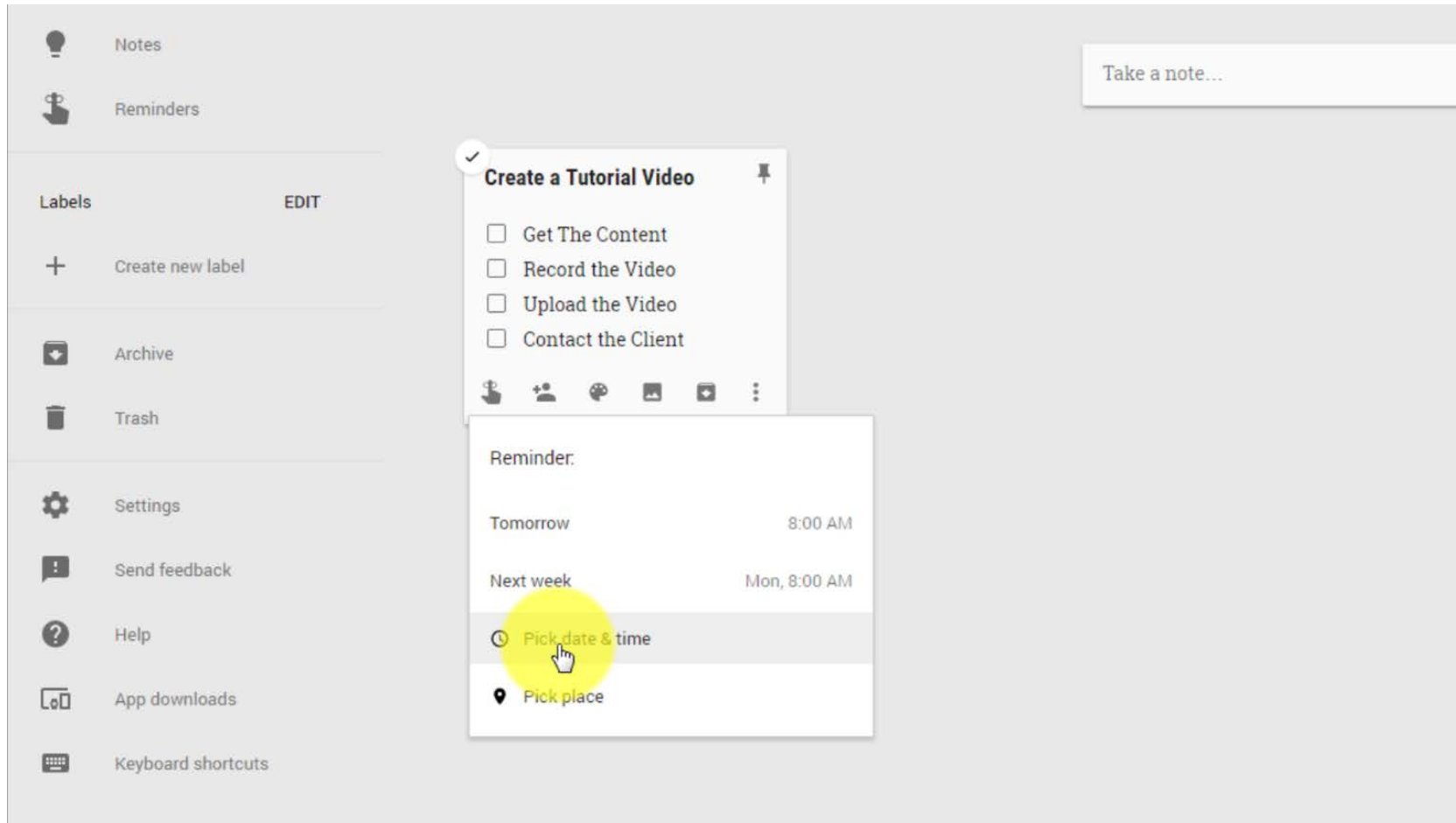
Title Your List



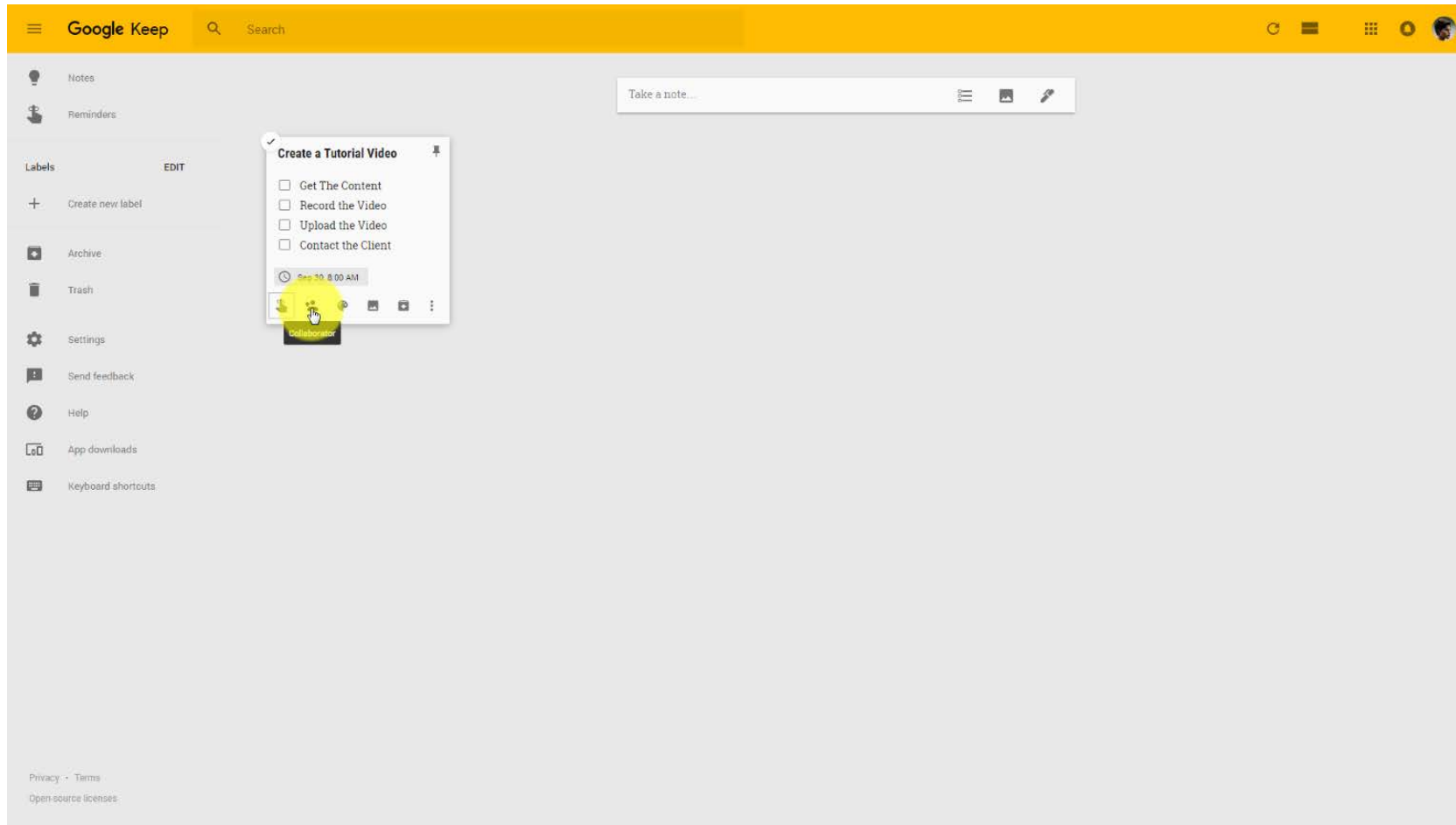
List Individual Tasks That Must Be Completed



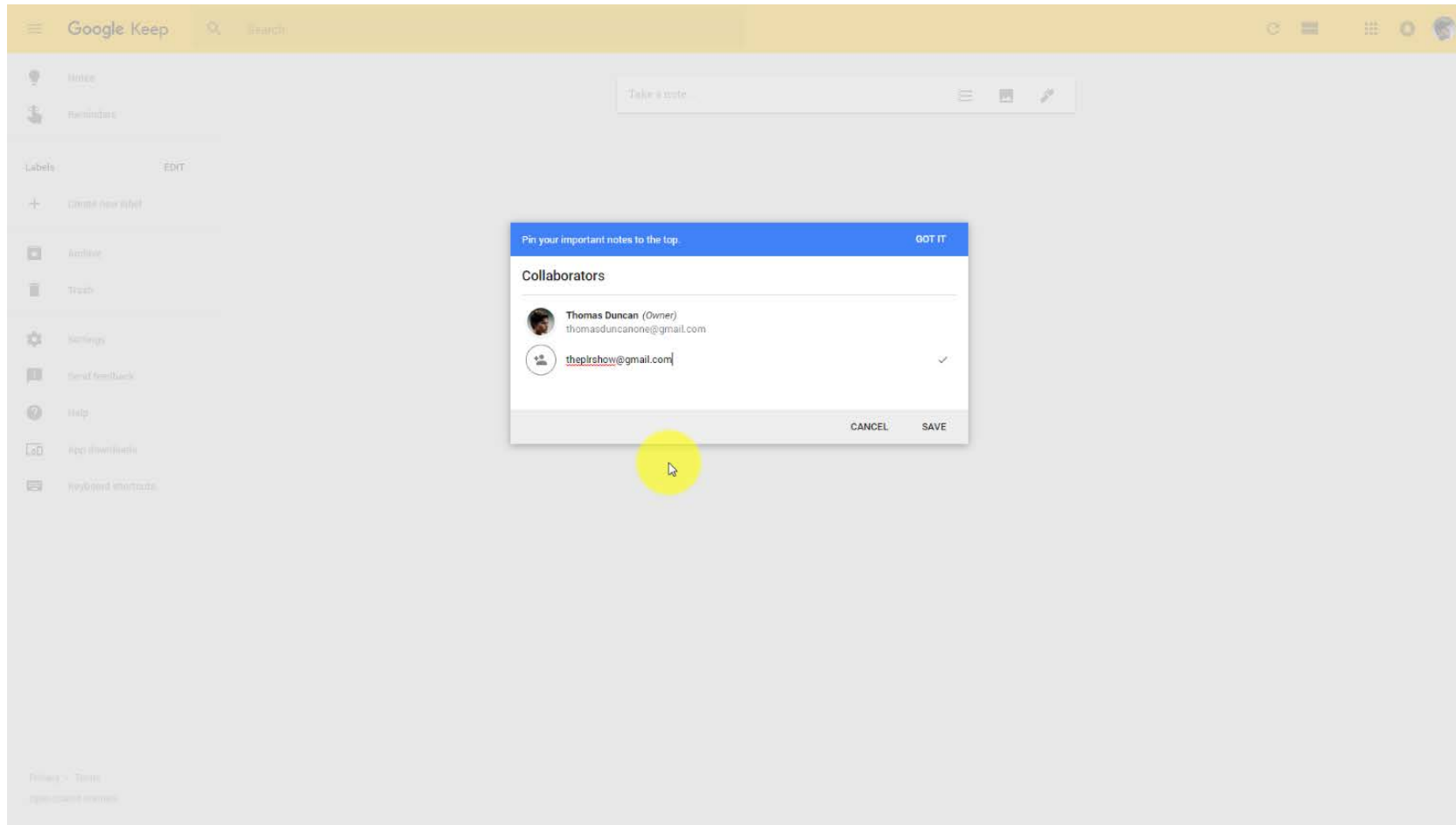
Click Reminder To Serve as Due Date



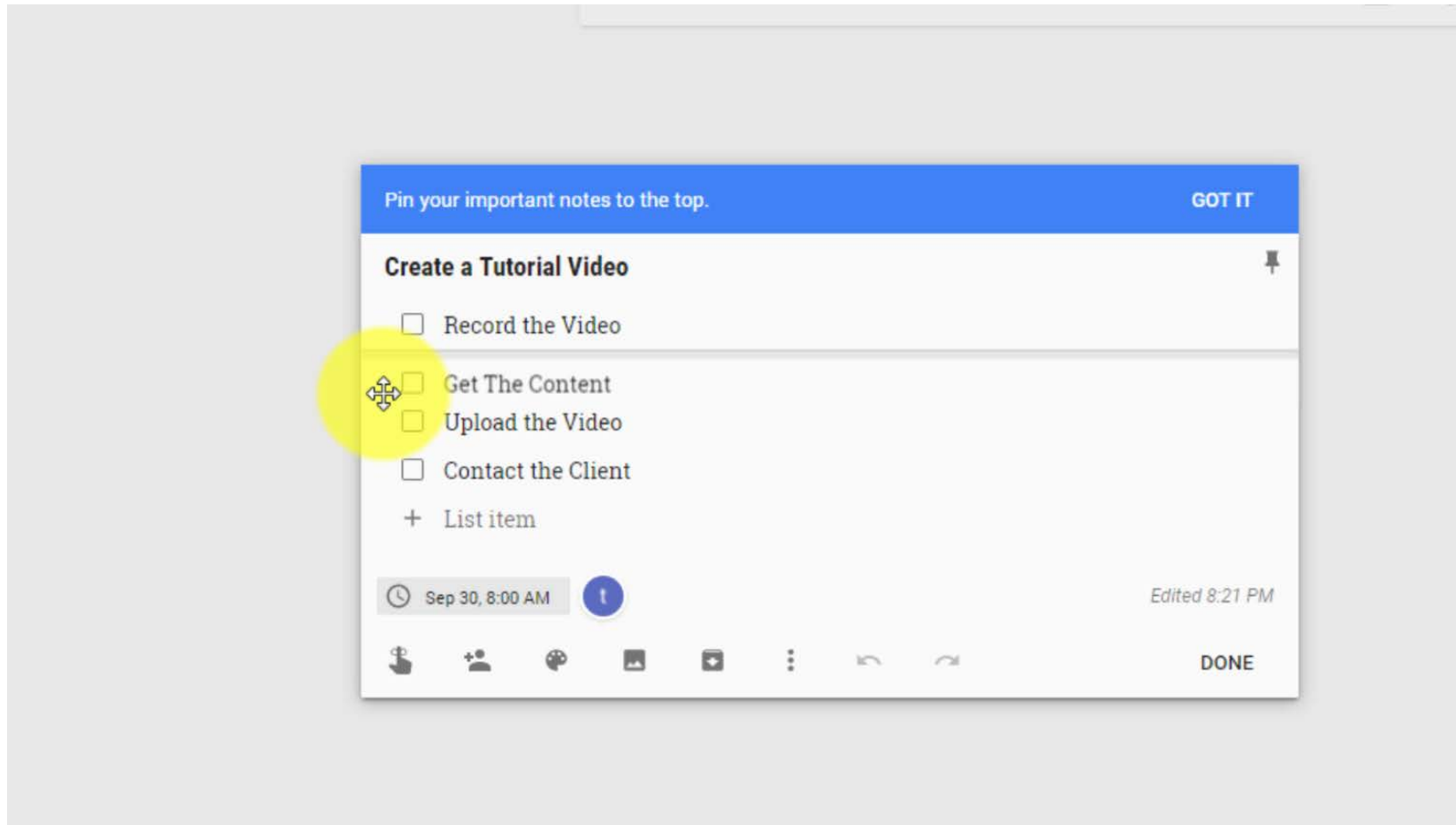
Click the Collaborator Link



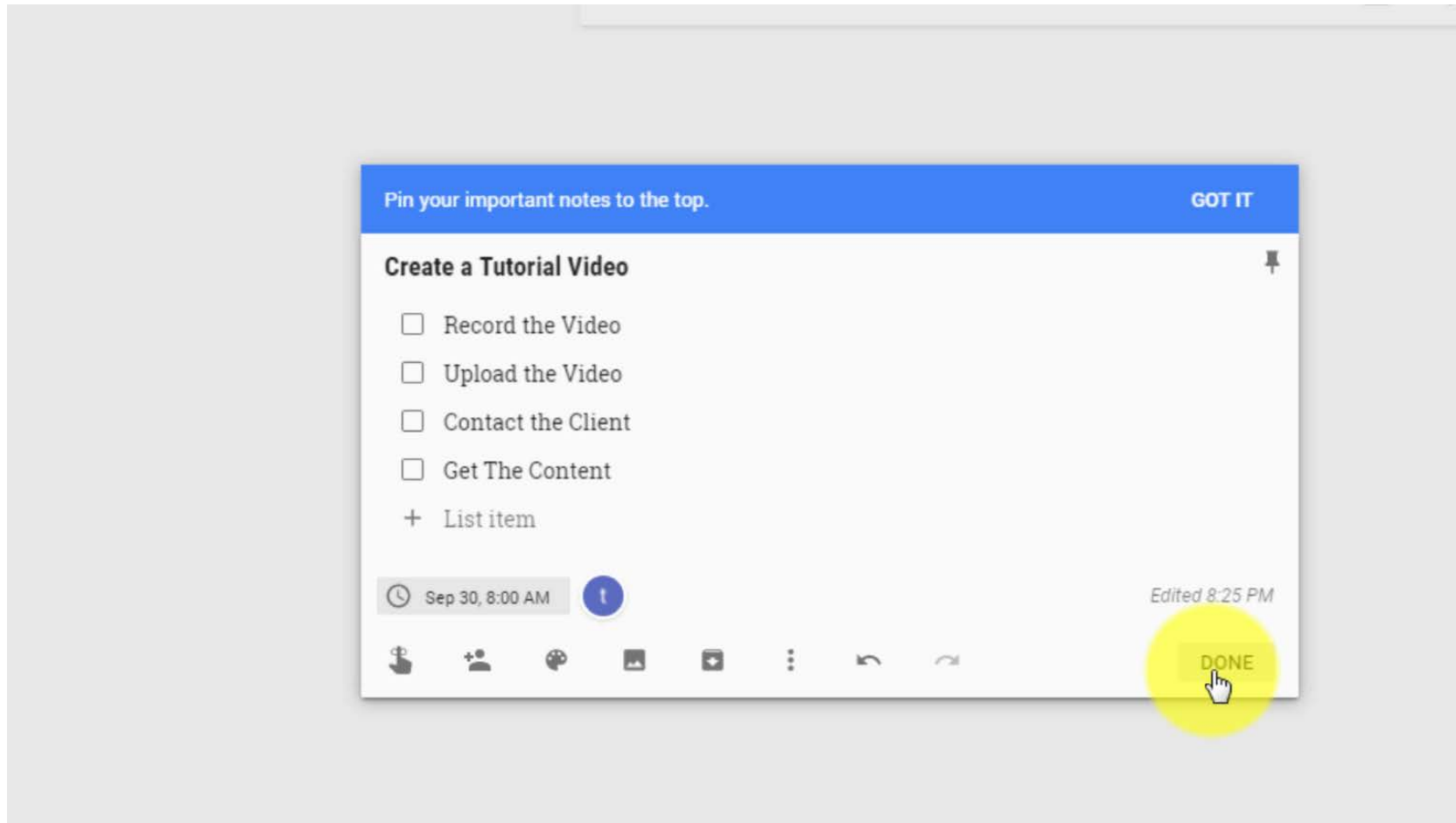
Write in the Collaborator's E-Mail



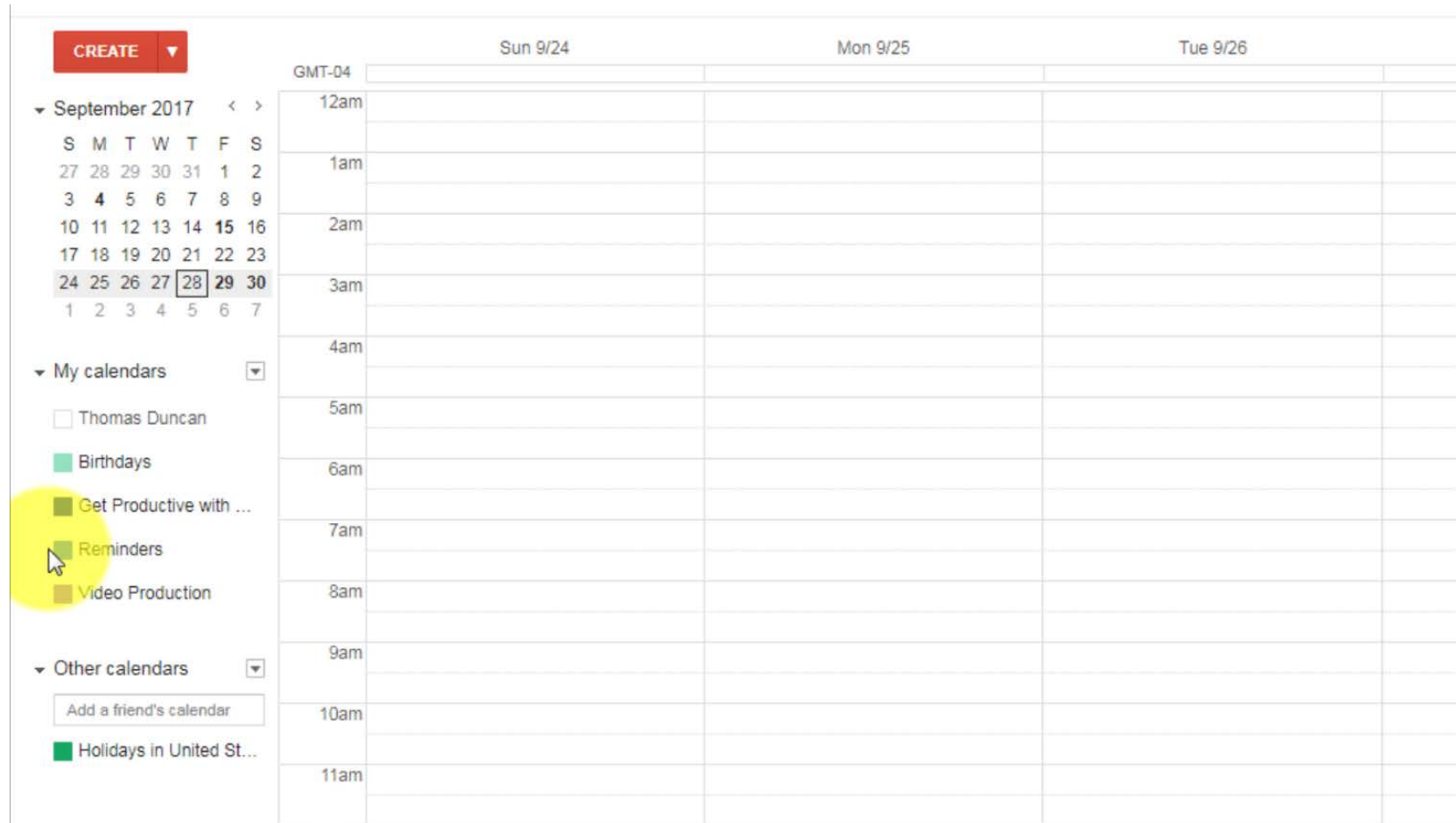
To Change the Order, Drag-and-Drop



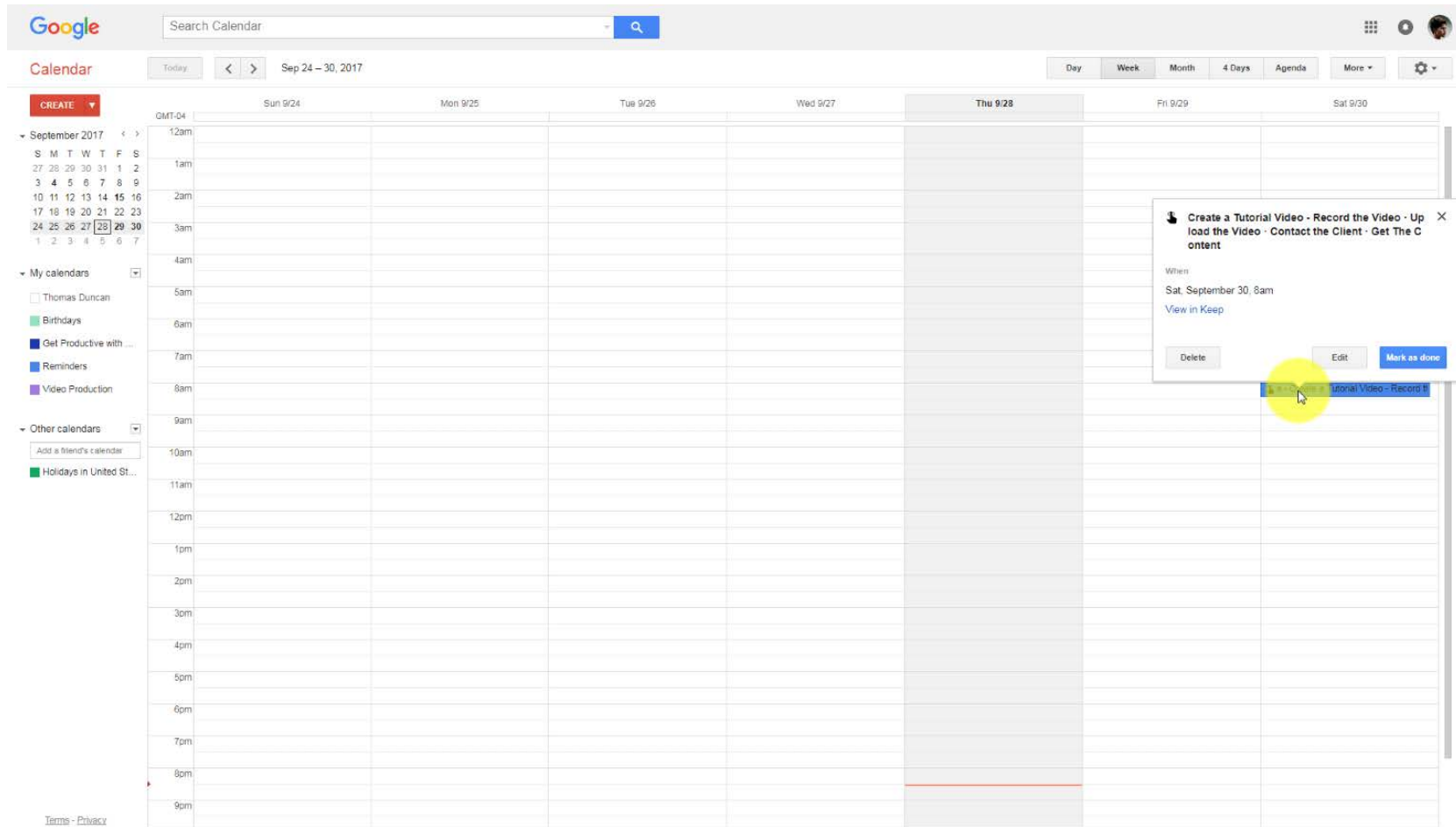
Click Done to Save



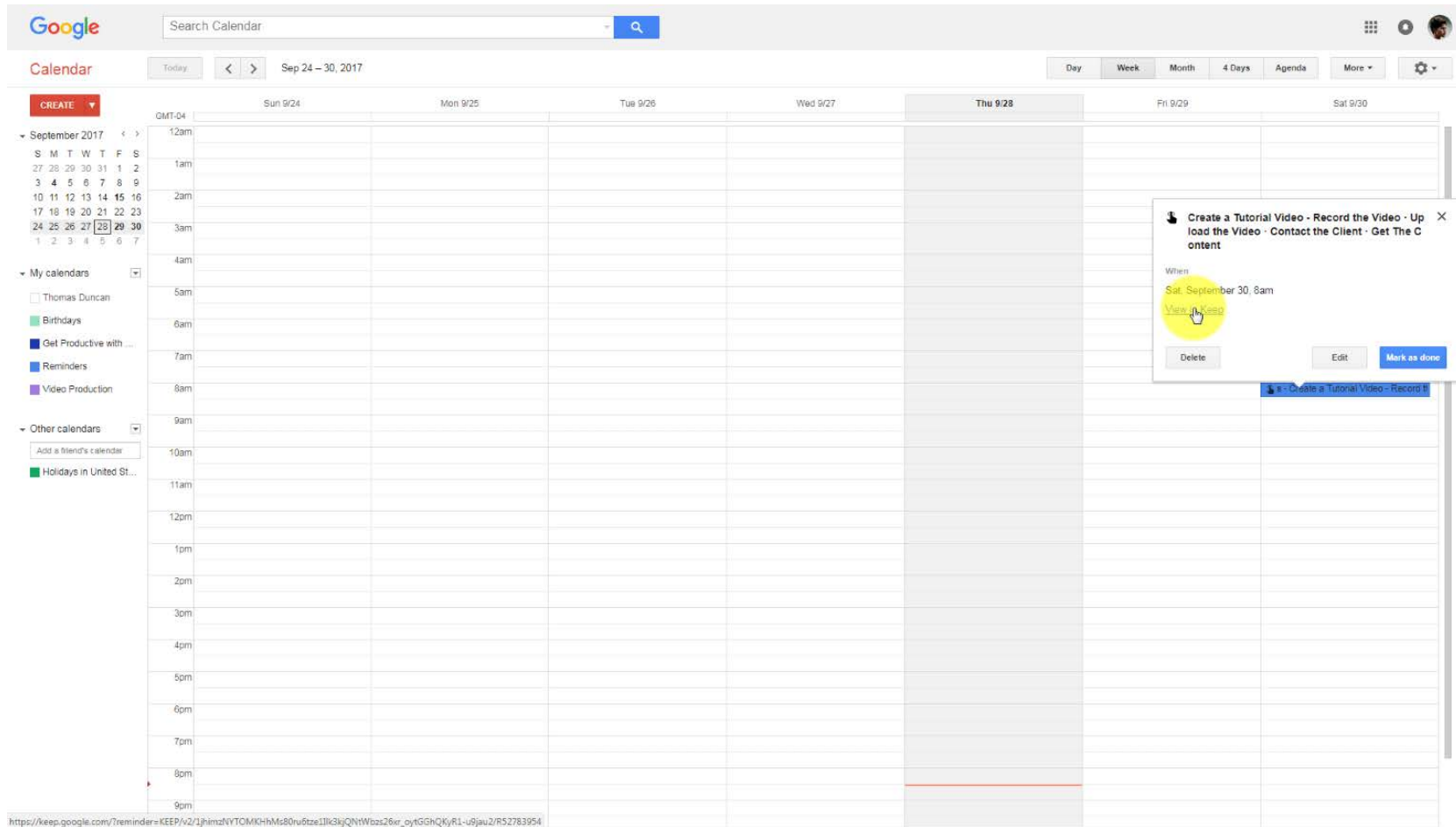
Reminders Must Be Enabled To See Them In the Calendar



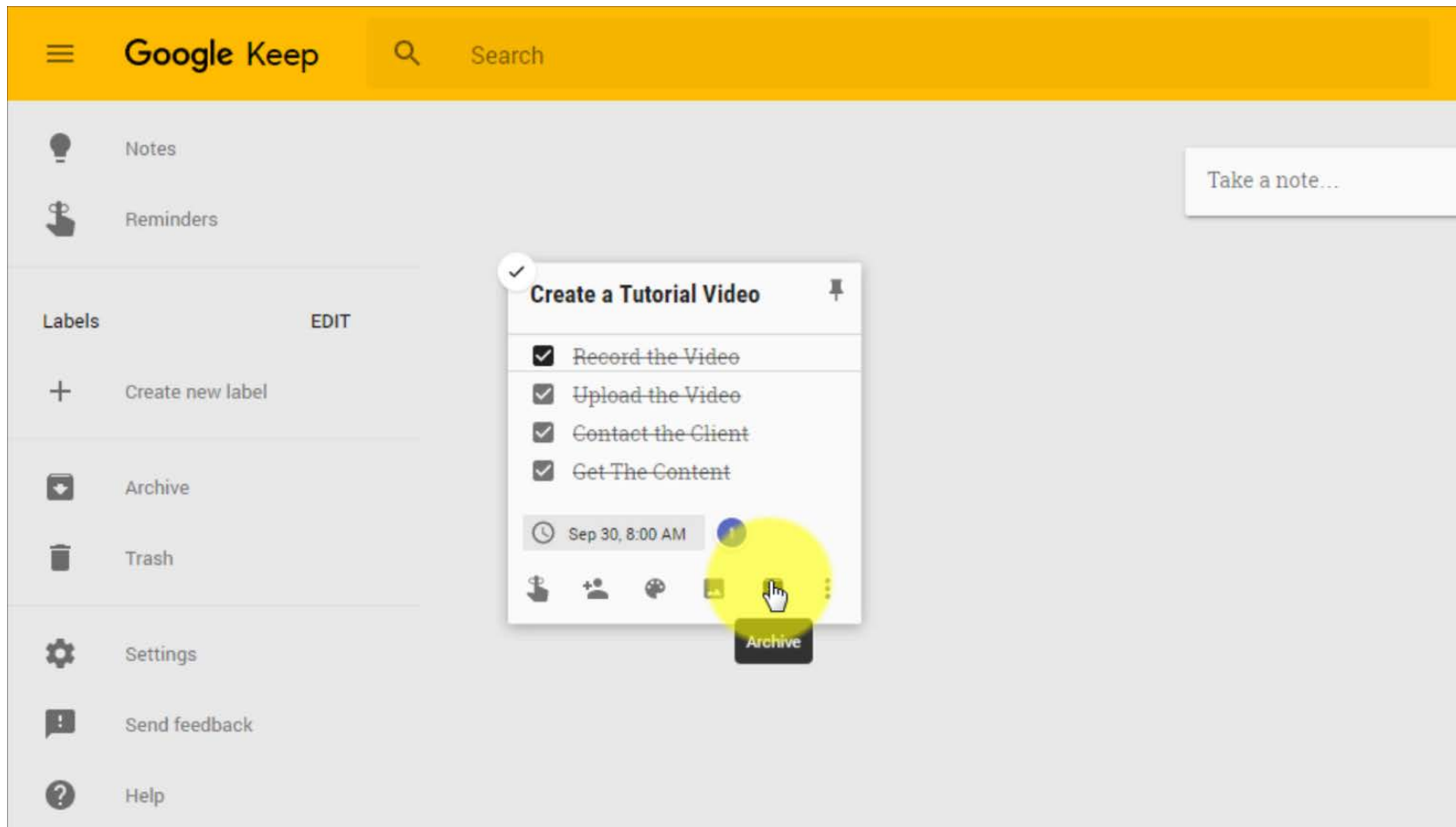
Find the Task in Calendar



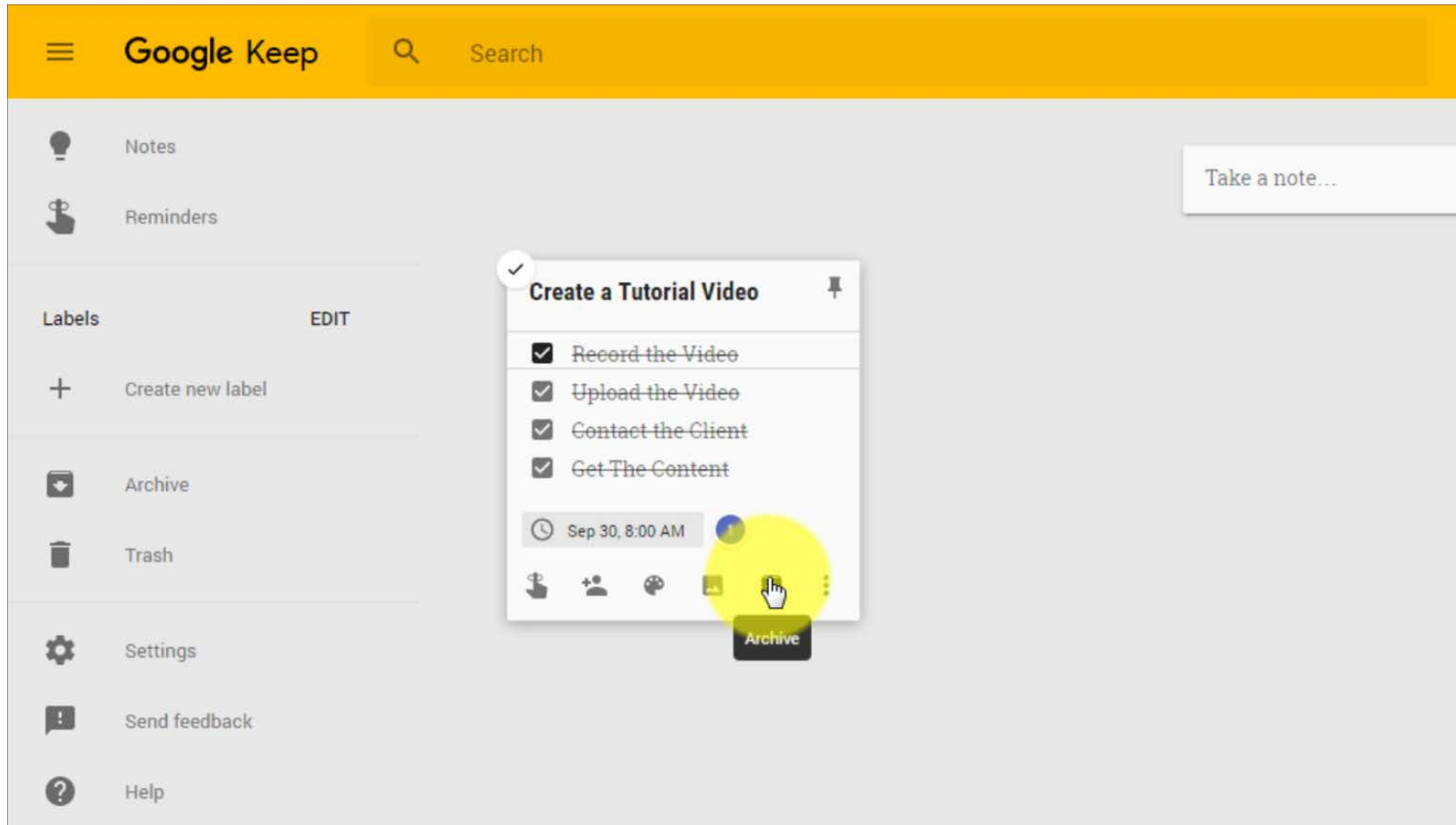
Click to Visit the Task in Google Keep



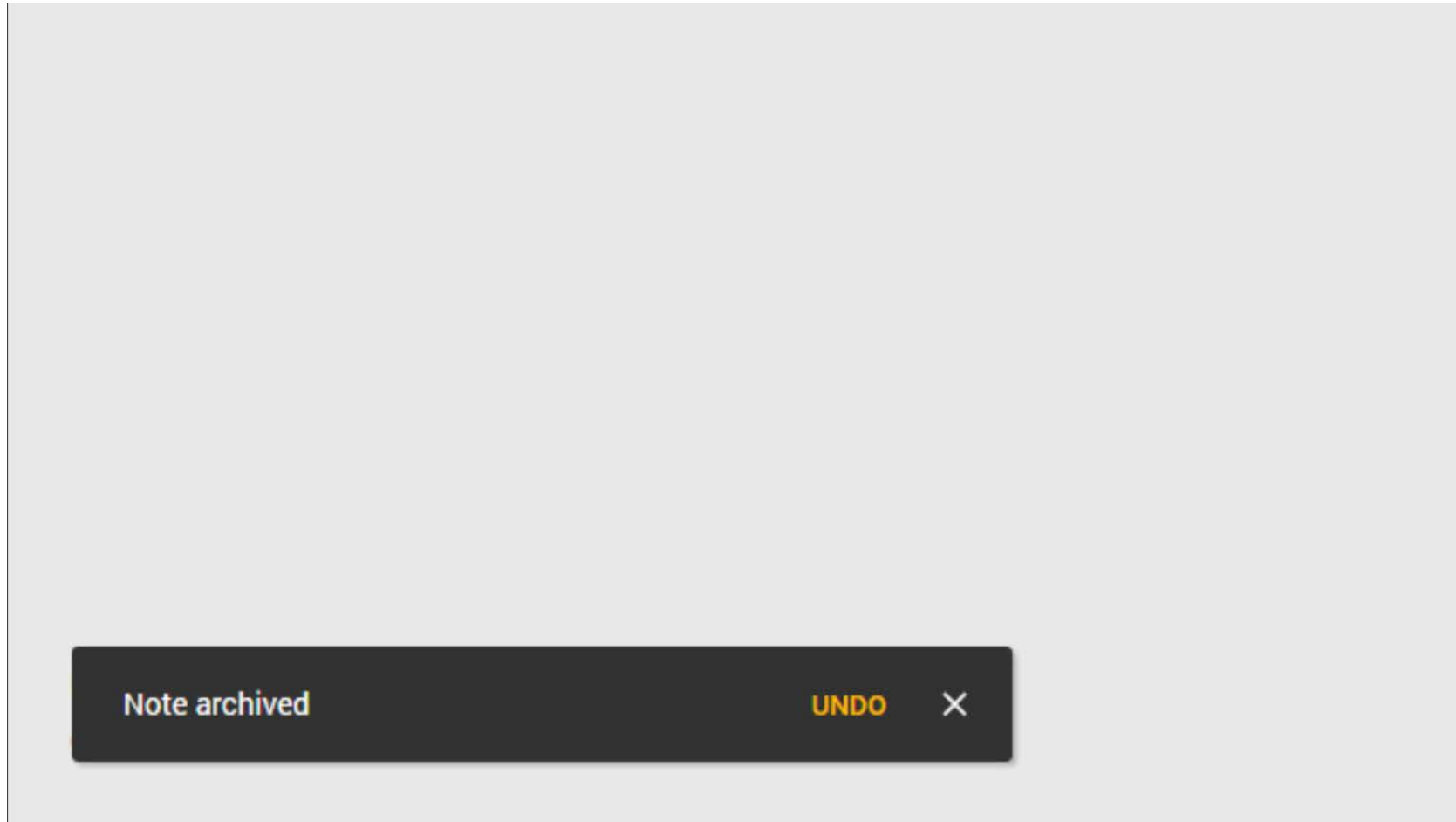
Check Off Completed Tasks



Archive When All Tasks are Complete



See the Note Archive Notification at the Bottom



Repeat Same Steps in Collaborators Window

