



Smart Tools – Better Results

Time Management – Google Keep

Google Keep is a versatile tool for organising professional, personal, and academic tasks and ideas for all users including university students. It allows the users to quickly take notes, create checklists, and brainstorm ideas using images, voice recordings, and drawings. Features like labels, colour-coding, and collaboration options help organise and share notes with others. The ability to set time-based or location-based reminders ensures that important deadlines are never missed. Integrated with Google Calendar, Google Keep allows seamless planning of tasks. Lastly, Google Keep is a note tool, but its functionality is way more than just taking notes.

Quick Video Tutorials

Watch a [quick video tutorial](#) by *LearnFree* to learn the basics of Google Keep. Additionally, Watch another [quick video tutorial](#) by *Janice Studies* to learn how to integrate Google Keep with Google Calendar and use both tools effectively.

Help Page

[The Official Google Keep Help Page](#) provides detailed guidance on using Google Keep features. It also offers practical tips and troubleshooting advice for you to manage the Google Keep effectively.

Download Google Keep

Google Keep is available on a variety of devices and platforms:

Smartphones and Tablets:

- Android devices (Samsung, Google, OnePlus, Xiaomi, Oppo, Motorola, Sony, Asus, Nokia, Honour, Huawei): Available for download from the [Google Play Store](https://play.google.com/store/apps/details?id=com.google.android.keep&hl=en).



- iOS devices (iPhone, iPad): Available for download from the [Apple App Store](https://apps.apple.com/us/app/google-keep-notes-and-lists/id1029207872).



Web Browsers: Accessible at keep.google.com on desktop and mobile web browsers, including Chrome, Edge, Safari, and Firefox.

Note: While Google Keep and Google Tasks complement each other well for organising various aspects of their users' lives, they serve different purposes. Google Keep excels in creativity and idea organisation, while Tasks is better suited for straightforward task management and deadline tracking.

External Resources

Below are the links referenced in this guide.

<https://play.google.com/store/apps/details?id=com.google.android.keep&hl=en>

<https://apps.apple.com/us/app/google-keep-notes-and-lists/id1029207872>

<https://support.google.com/keep?sjid=9035554224126521228-EU#topic=6262468>

<https://www.youtube.com/watch?v=uI23VXDHAPk>

<https://www.youtube.com/watch?v=64n-9s5GZPM>

<https://keep.google.com>