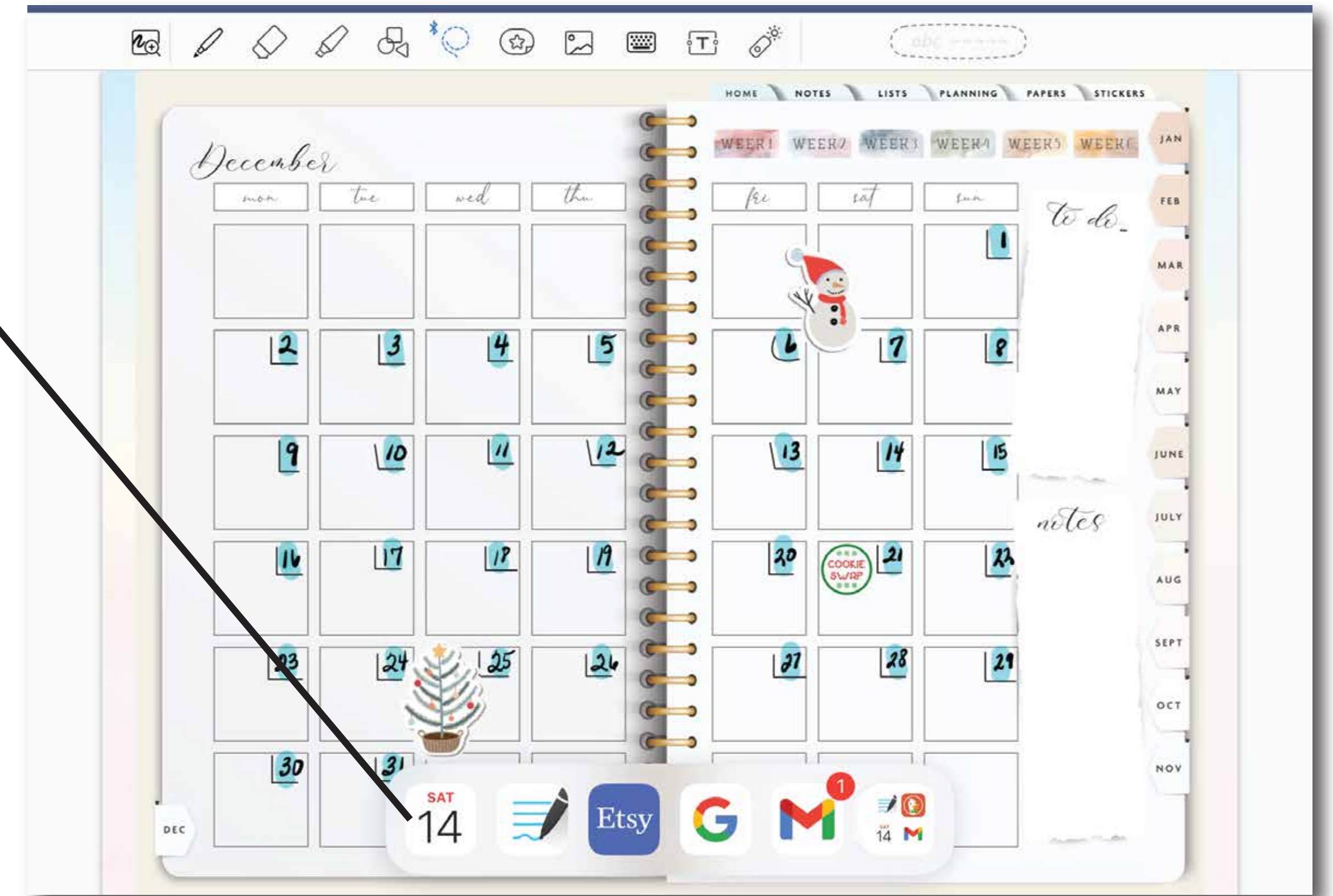
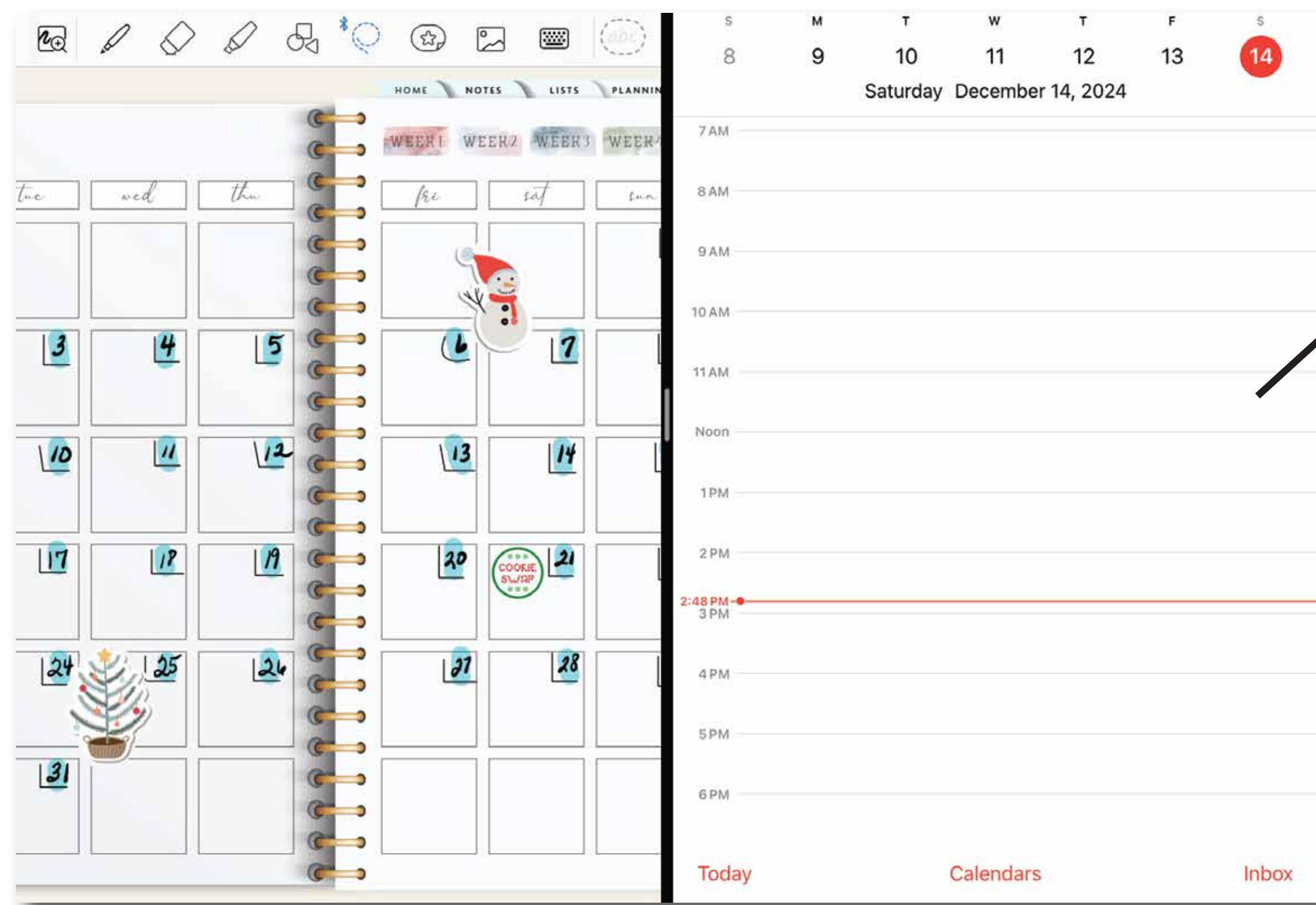


How to Sync Your Digital Planner with Google or Apple Calendar

I'm sharing a game-changing, side-by-side method to sync your digital planner with your Google or Apple Calendar. Forget about those pesky Google Calendar links that open in new windows; I've got a streamlined, drag-and-drop method that's going to revolutionize how you plan so you do not have to switch back and forth between windows. Perfect for users of GoodNotes, Noteshef, or any digital planner app.

1. Make sure you add your calendar in "settings" on your ipad.
2. Open your digital Planner
3. Slide up from bottom to reveal your tray. Make sure your calendar app is on the bar.
4. Hold the calendar button, and slide the calendar to in a side by side position.



1. Use the editing tool on your digital planner to "lasso" the event that you want to add to your calendar.
2. Once lassoed, hold onto it so it pops off the page and drag to your calendar on the opposite side.
3. A green + sign will appear and you can add to the calendar on the day and time that you select.

