



Worksheets



Make It Personal. Make It Useful.



RGE Worksheets: All in One Place

Practical pages for organizing and managing your technology

These worksheets help you record your devices, accounts, subscriptions, support details, and other information that makes everyday technology easier to manage. They are collected here in one convenient PDF for easy downloading and printing.

Print the complete mini-workbook or select only the worksheets that fit your needs. Complete them at your own pace, then keep the finished pages somewhere safe and easy to find.

WORKBOOK

My Technology Inventory

Computers, printers and home equipment

Main computer

Second computer or laptop

Printer / scanner

Wi-Fi router or mesh system

Other home technology

WORKBOOK

My Technology Inventory

Phones, tablets and wearable devices

Primary phone

Second phone

Tablet

Smartwatch / wearable

Other mobile technology

WORKBOOK

My Accounts & Services Map

Record the account name and recovery method - never the password

Primary email account

Microsoft / Windows account

Apple Account

Google account

Password manager

Cloud storage service

Mobile carrier

Internet provider

WORKBOOK

Where My Files & Photos Live

A map is better than a memory test

Documents are mainly stored in

Photos are mainly stored in

Cloud backup or sync service

External backup drive location

Person who knows my setup

Reminder: syncing and backing up are related, but they are not always the same thing.

WORKBOOK CHECKLIST

Before I Buy a New Device

Buy for the job, not for the shiny box

- ☐ Write down what the device must do.
- ☐ Set a realistic complete budget, including accessories.
- ☐ Check memory, storage, screen size and support life.
- ☐ Confirm compatibility with printer, phone and important software.
- ☐ Ask what transfers - and what does not.
- ☐ Compare warranty and return policies.
- ☐ Avoid unnecessary subscriptions and upsells.
- ☐ Sleep on the decision when possible.

My must-have feature

WORKBOOK CHECKLIST

New Device Setup Checklist

Plan the move before you make it

- ☐ Back up the old device first.
- ☐ Confirm account names and recovery methods.
- ☐ Connect to trusted Wi-Fi.
- ☐ Install all system updates.
- ☐ Transfer contacts, photos, files and messages.
- ☐ Set up email and important apps.
- ☐ Turn on device security and location features.
- ☐ Test calling, printing, camera and backups.
- ☐ Keep the old device unchanged until everything is verified.

Items still to verify

WORKBOOK

My Next Tech Appointment

A clear question saves time and money

The main problem I want solved

When it started and what changed

Exact message or symptom I saw

What I have already tried

What I want to learn before we finish

My Scam Pause Plan

Stop. Breathe. Verify.

- ☐ Do not click the link or call the number on the warning.
- ☐ Do not give remote access to an unexpected caller.
- ☐ Do not pay with gift cards, cryptocurrency or cash delivery.
- ☐ Take a photo or screenshot if it is safe to do so.
- ☐ Close the browser or disconnect the call.
- ☐ Contact the company using a number or website you already trust.
- ☐ Ask a trusted person before acting.

Urgency is a favorite tool of scammers. Pausing is not rude; it is protection.

Trusted person I can contact

WORKBOOK

My Technology Maintenance Calendar

Small routines prevent large surprises

Every week: Restart devices that have been running continuously.

Every month: Review updates, backups and unusual account notices.

Every three months: Remove unused apps and check available storage.

Twice a year: Review passwords, recovery methods and emergency contacts.

Once a year: Review device condition, subscriptions and replacement plans.

My next technology checkup date

WORKBOOK

Technology Notes

Questions, discoveries and those little things worth remembering - page 1

WORKBOOK

My Subscriptions & Recurring Charges

Know what you're paying for, and why

Streaming services (Netflix, Hulu, Disney+, etc.)

Cloud storage subscriptions (OneDrive, iCloud, Google One)

Software or app subscriptions

Security or antivirus subscriptions

Other recurring charges

WORKBOOK

My Favorite Apps

A quick list to remember what works

Communication app I use most

Photo or video app I use most

Shopping or banking app I use most

Entertainment app I use most

An app I would like to learn more about

WORKBOOK

My Tech Support Log

A quick record of what happened and what fixed it

Date

What happened

What fixed it

Date

What happened

What fixed it

Date

What happened

What fixed it

A KEEPSAKE PAGE

Memories from Red Glen Road

People, lessons, and moments worth carrying forward

A technology lesson I am glad I learned

A person who helped me become more confident

Something I would like to learn next

Every journey leaves a few good stories behind.

WORKBOOK

Room for Your Notes, Questions & Ideas

This image shows a full page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook or worksheet page.

Glossary

Everyday tech terms, explained simply

2FA (Two-Factor Authentication)

A second security step, like a code sent to your phone, that confirms it's really you signing in.

App

Short for application - a program on your phone, tablet, or computer that does a specific job, like email or maps.

Attachment

A file, like a photo or document, sent along with an email.

Backup

A saved copy of your files kept somewhere separate, so you can recover them if something goes wrong.

Bluetooth

A short-range wireless connection used to link devices, like a phone and a pair of headphones, without a cable.

Browser

The program you use to visit websites, such as Chrome, Safari, or Edge.

Cache

Temporary files a device stores to help websites and apps load faster next time.

Cloud

Storage and services that live on the internet instead of only on your device, so you can reach them from anywhere.

Cookie

A small file a website saves on your device to remember your preferences or keep you signed in.

Download

Copying a file from the internet onto your own device.

Driver

Software that lets your computer talk to a piece of hardware, like a printer or a mouse.

Firewall

A layer of protection that filters traffic in and out of your device to help block unwanted intruders.

Glossary

continued

Gigabyte (GB)

A unit of storage size. A typical phone photo is a few megabytes; a thousand megabytes make one gigabyte.

Hyperlink

Clickable text or an image that takes you to another page or website.

iCloud

Apple's cloud storage and backup service for iPhones, iPads, and Macs.

Malware

Malicious software designed to damage a device, steal information, or cause other harm.

Network

A group of connected devices, such as the computers and phones sharing your home Wi-Fi.

Notification

A small alert from an app or your device letting you know something happened.

OneDrive

Microsoft's cloud storage service, used to save and sync files across devices.

Operating System

The core software that runs a device and everything on it, such as Windows, macOS, iOS, or Android.

Password Manager

A secure app that creates, stores, and fills in strong passwords for you.

Phishing

A scam that tries to trick you into giving up personal information, usually through a fake email or text.

Router

The device that connects your home network to the internet and creates your Wi-Fi signal.

Scareware

A fake warning meant to frighten you into calling a scammer or installing unwanted software.

Glossary

continued

Sync

Keeping the same up-to-date files or information across two or more devices automatically.

Update

A software improvement, often for security or new features, that you install on a device or app.

USB

A common type of cable and port used to connect devices or transfer files.

VPN (Virtual Private Network)

A service that routes your internet connection through a secure, private tunnel for extra privacy.

Wi-Fi

A wireless way for devices to connect to your home network and the internet without a cable.

Zip File

Several files compressed together into one smaller file, making them easier to share or store.