

✦ *NAVIGATING THE* ✦ *INFORMATION AGE*



We've all been touched by the wave of digital transformation.

Digital literacy is the knowledge to work adaptably and strategically across different tools, devices, and platforms. It is becoming more important with the increase of technology in our everyday lives. It is imperative to have the digital skills to thrive in the workplace where communication and access to information are becoming increasingly more digital.

The phrase 'digital literacy' has evolved significantly over the past 10 years. It is not only used in the workplace, but also in everyday life. It means being able to succeed in a society where many interactions are done through social media or mobile devices.

Here are some ways to improve your digital literacy:

- **Learn new skills:** watch tutorials or take courses to learn new skills
- **Keep up to date:** continue to use the skills you already have and build off those skills
- **Practice:** use digital tools in your daily life to improve productivity and efficiency
- **Ask for help:** ask a friend, family, or coworker that knows technology. People love to show what they know
- **Experiment:** one of the best ways to learn is by using trial and error. If you have free time, you can use a platform that you've been interested to learn about