

**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

This workbook is your quick-start guide to preserving a meaningful snapshot of your life—right now. You'll go through five easy steps to document your thoughts, voice, visuals, and storage method.

Whether you complete all five steps in one sitting or spread it out over a few days, the point is to capture this moment without pressure, perfectionism, or tech overwhelm.

You can fill this out on your computer, print it and write by hand, or use it as a reference while creating your own time capsule in another format (like a Word doc, OneNote file, or voice memo).

If you're working digitally, be sure to name your file clearly so your future self—and your digital assistant—can find it again!

Let's get started...



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

**Step 1: Create Your Capsule Container**

What tool are you using to lay out the text/story of your time capsule (Word doc, Notes app, voice memo, this fillable PDF, etc)?

Your Notes:



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

**Step 2: Capture the 'Now' Snapshot**

Respond freely to any of these prompts:

- Here's what I'm learning right now...
- A message I'd want my future self to hear is...
- If someone I love found this later, I'd want them to know...
- The best thing in my life right now is...
- The hardest thing I'm carrying is...

Your Notes:



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

**Step 3: Add a Voice or Video Message**

Use your phone or computer and talk it out. Record your message, then describe what you said here (optional).

Your Notes:



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

**Step 4: Add One Visual Artifact**

What image, screenshot, or doodle represents your life right now?

Describe or attach:



**Trusted Tour Guide Annie**  
**YouTube Channel - Episode 12**  
**Creating a Digital Time Capsule**  
**How to Use This Workbook**

**Step 5: Store It – And Help Future You Find It**

Recommended file name format:

TimeCapsule\_YourName\_MonthYear (e.g.,  
TimeCapsule\_Annie\_July2025.pdf)

Folder name:

☐ Time Capsules ☐ Legacy Projects ☐ Other: \_\_\_\_\_

Where will you back it up?

☐ Cloud Folder ☐ Email to Self ☐ USB Drive ☐ Shared with Someone

Optional: Set a calendar reminder to revisit this in 1 year.

YOU DID IT!

This isn't about perfection. It's about presence.

