

**The Chinese University of Hong Kong
Office of Student Affairs
Wellness and Counselling Centre
SEN Service**

User Guide for Boost

Boost is a powerful productivity app designed to help you manage tasks, set goals, and track your progress. With Boost, staying organized and achieving your academic goals becomes effortless.

Task Management: Organize and prioritize tasks with ease, ensuring you stay on top of your responsibilities.

Calendar Integration: Sync external calendars to manage all your events in one place, making scheduling seamless.

Reminders: Set and receive alerts for important deadlines, helping you stay on track.

Habit Building: Track and develop routines to build productive habits and improve your daily workflow.

Table of Contents

1. Getting Started	2
2. Calendar Management	3
2.1. Connect calendar.....	3
2.2. Add the Event	4
2.3. Routines	5
2.4. Boost your day	6
3. Support for you	9
3.1. Reflect on your day	10
3.2. Learner Resources.....	11
3.3. Look back.....	12
4. Tasks	13
4.1. Add Task.....	13
4.2. Managing Task.....	15

How can I get started with Booost?

1. Contact SEN Service Manager for registration.

Access Booost at <https://app.mybooost.com> or download to your device of choice:

IOS: <https://apps.apple.com/hk/app/booost-tasks-wellbeing/id1578265593>

Andriod: https://play.google.com/store/apps/details?id=co.pixelbeard.booost&hl=zh_HK

2. Complete a simple tutorial to learn the basic features, this only takes a couple of minutes. Then you can enhance your learning through Booost to support your academic success.

Enquiry

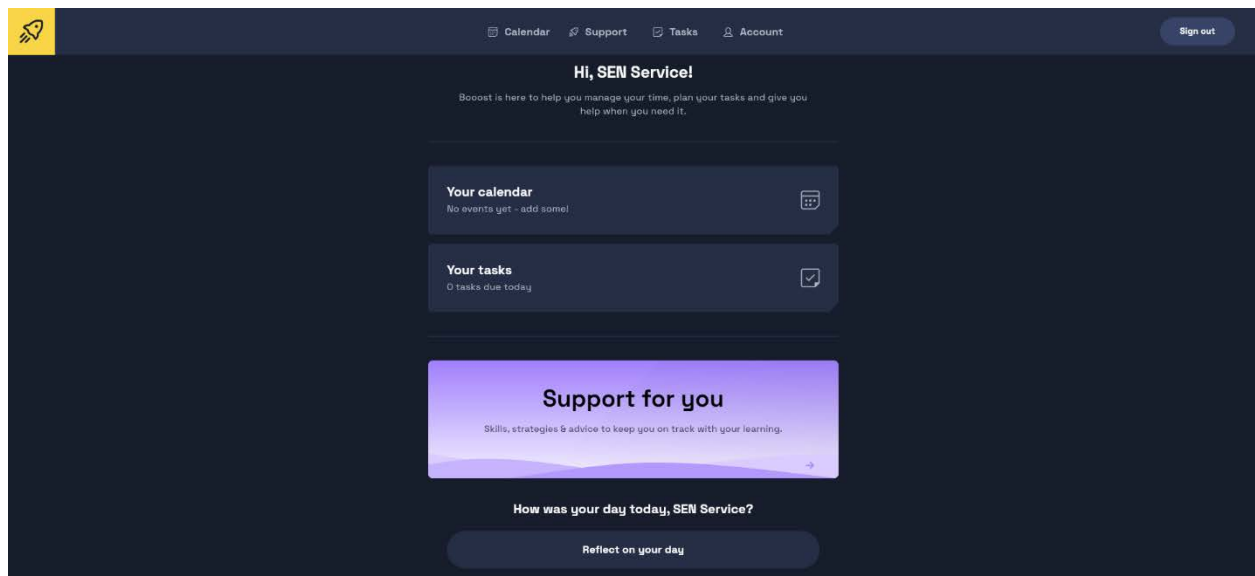
SEN Service (SENS), Wellness and Counselling Centre, Office of Student Affairs

T: 3943 5441

E: sens@cuhk.edu.hk

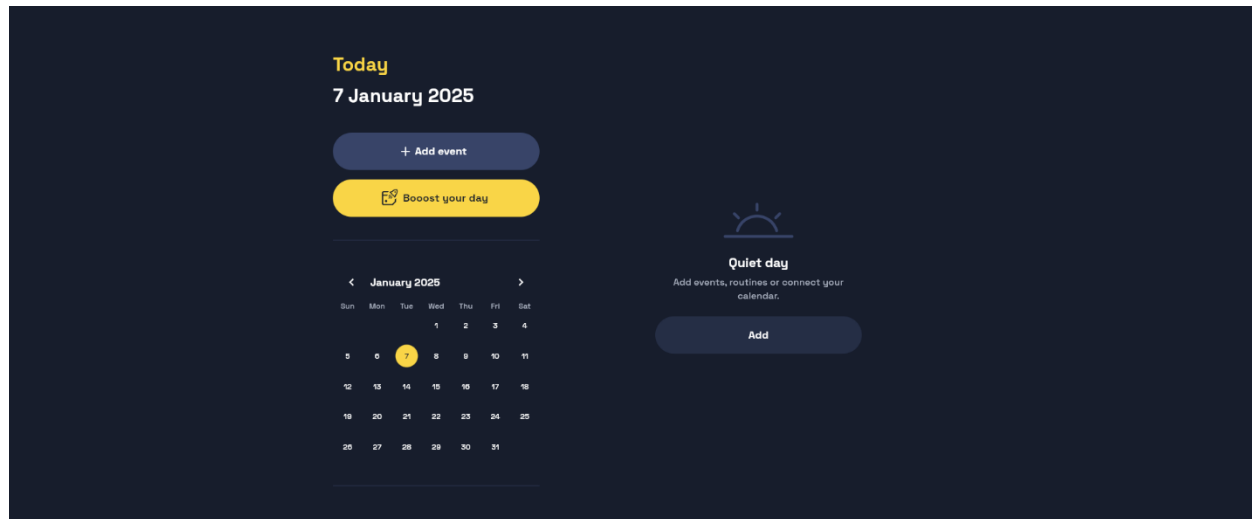
1. Getting Started

Once logged in, you'll see the dashboard, which provides an overview of your calendar, tasks, and learner resources. Use the navigation menu to access different sections of the app.

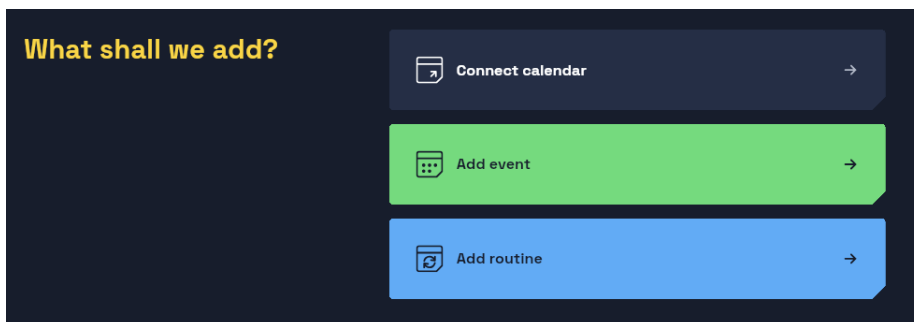


2. Calendar Management

Add Event: Go to the calendar section by clicking on the **Calendar** icon in the navigation menu.



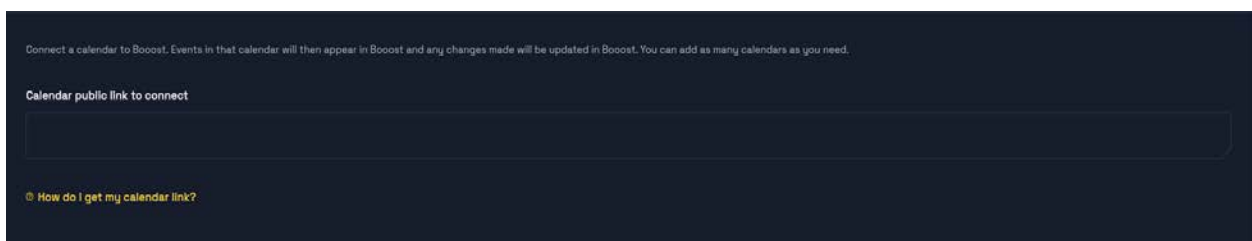
In this feature, you will find three sections to choose from:



2.1. Connect calendar

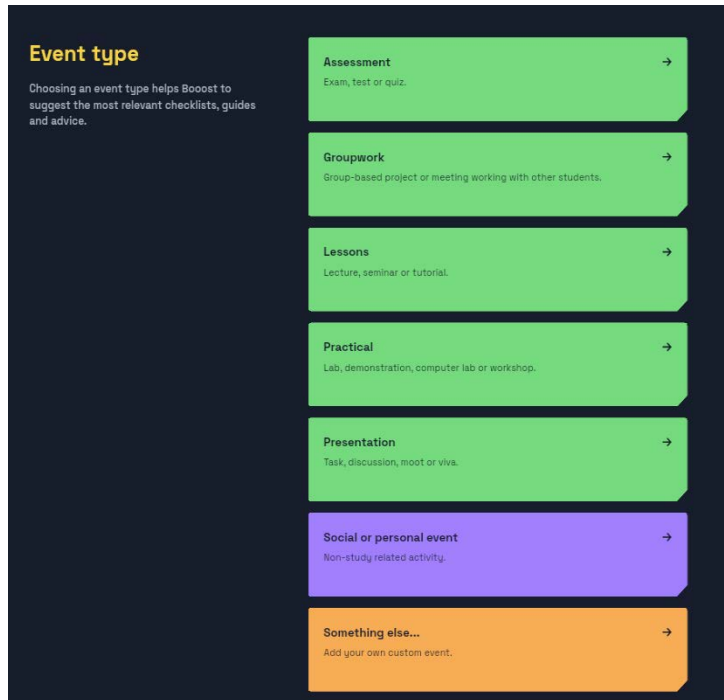
To add an external calendar from Outlook, iCloud and Google you need to have access to a public link in a .ics or ical format. For more information about this feature, please refer to the link provided.

<https://booost-support.booosteducation.com/article/352-how-to-add-an-external-calendar>

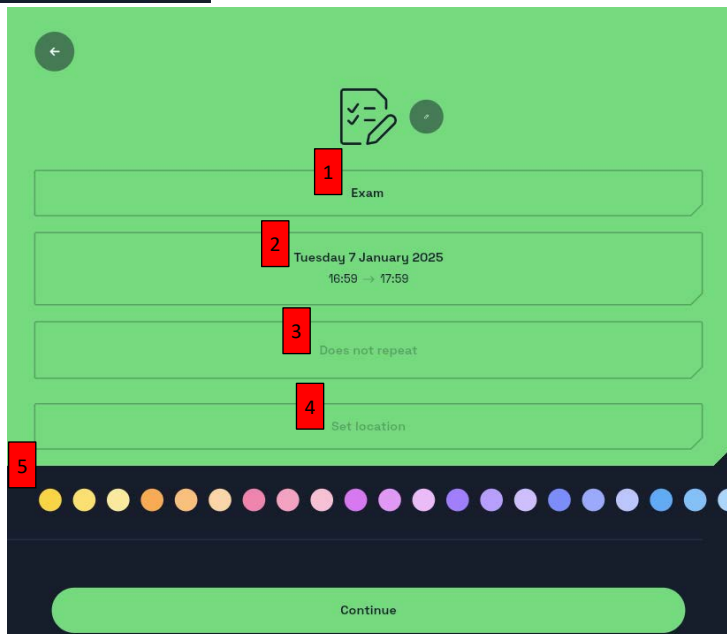


2.2. Add the Event

In this feature, you can select a suggested event type from Boost or customize your own event.



1. **Title:** Enter the name of the event.
2. **Date and Time:** Select the start and end date and time.
3. **Repeat:** You can set recurring events by selecting the repeat option and choosing the frequency (e.g., daily, weekly, monthly).
4. **Location:** Enter the location of the event (optional).
5. **Color:** Personalize your own color.



6. **Note:** Add any additional details or notes about the event (optional).
7. **Reminders:** Set reminders to get notifications before the event starts.
8. **Checklist:** If you select an event suggested by Booost, a checklist will be automatically generated for your reference. You can follow the checklist step-by-step to complete your task.
9. Click **Done** to save the event.

The screenshot shows a dark-themed mobile app interface for creating an event. It features several sections: a 'Notes' section at the top, a 'Reminders' section with two slots labeled 'First' and 'Second', and a 'Checklist' section with four pre-filled items. A 'Done' button is at the bottom. Red boxes with numbers 6 through 9 point to specific elements: 6 points to the 'Notes' header, 7 points to the 'Reminders' toggle, 8 points to the 'Checklist' toggle, and 9 points to the 'Done' button.

6 Notes

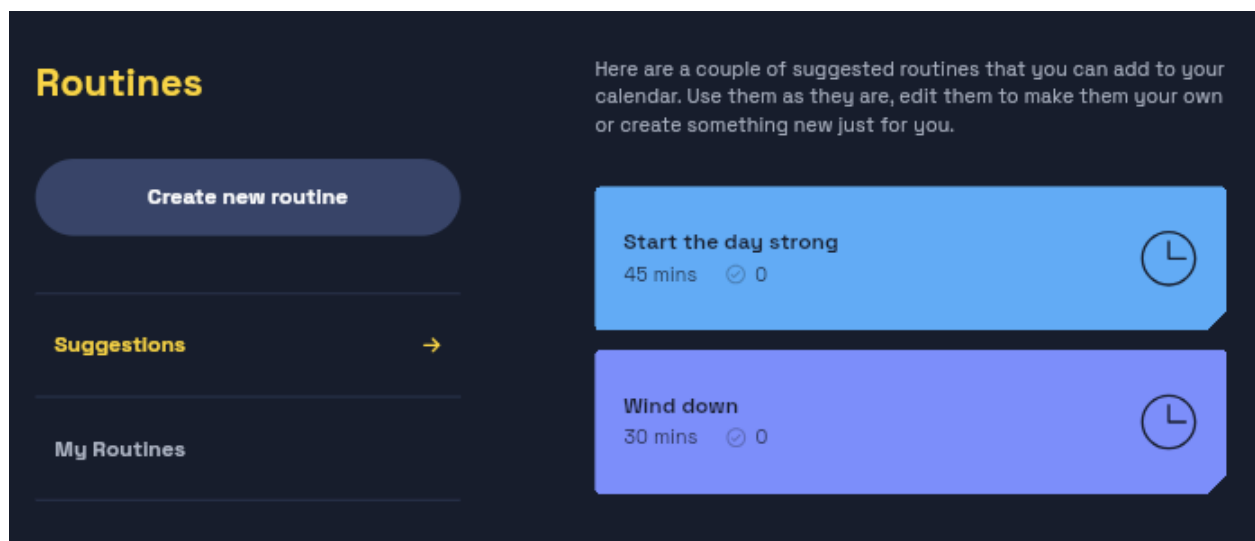
7 Reminders

8 Checklist

9 Done

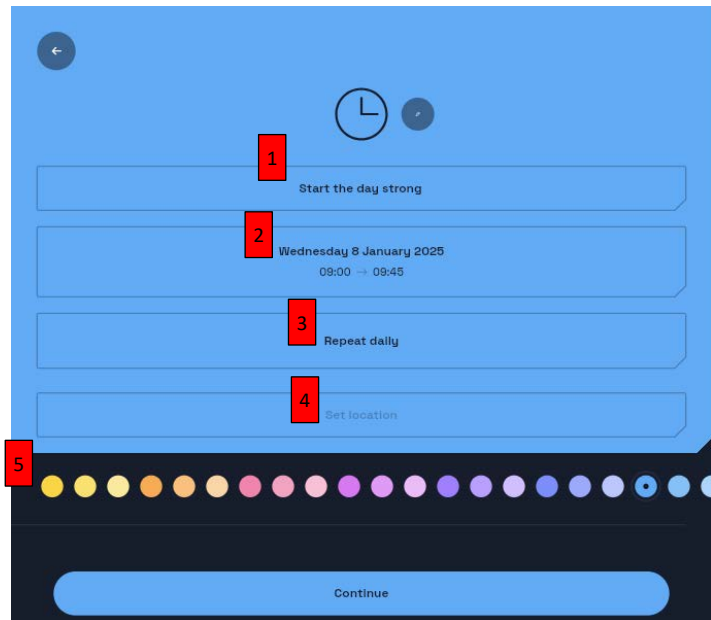
2.3. Routines

Choosing or creating a routine: You can choose a routine from the **Suggestions** or **My Routines** sections. Suggested routines include options like **Start the day strong** or **Wind down**. Also, you can create a custom routine by clicking **Create new routine**.

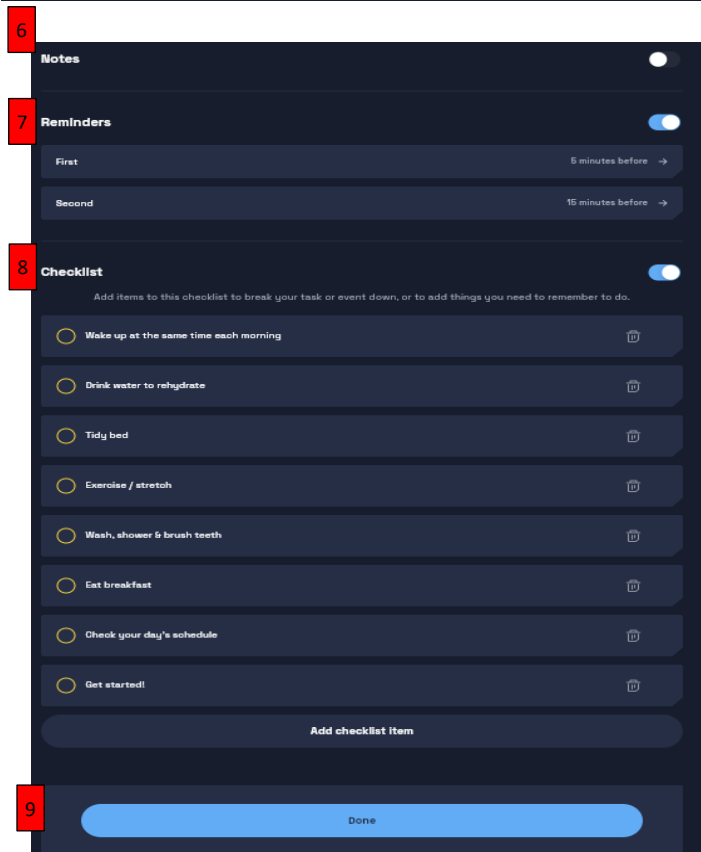


Customize your own Routines:

1. Add a title for your routine.
2. Set the date and time for the routine to start.
3. Choose if the routine should repeat daily, weekly, or at other intervals.
4. Add a location if relevant
5. Customize the routine icon and color to make it visually distinct.



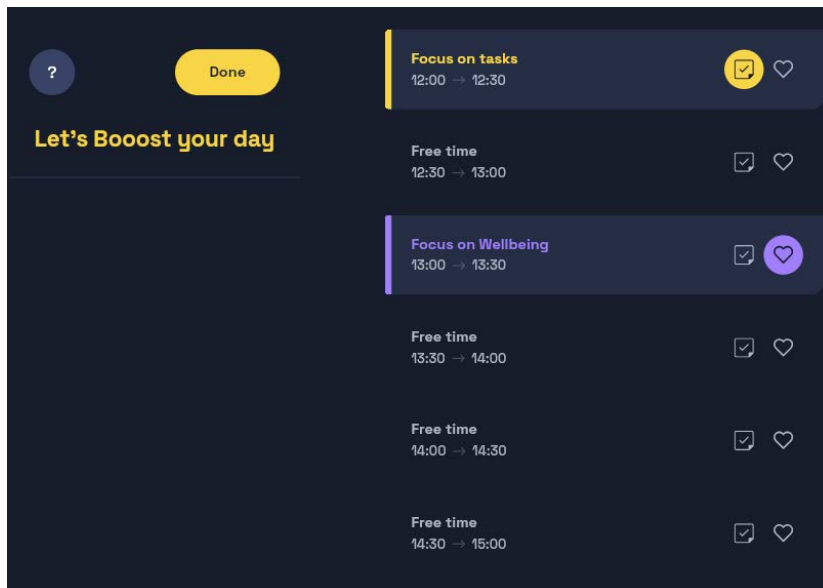
6. Add notes that will be visible when you open the routine.
7. Turn on reminders to get notifications about your routine. You can set up to two reminders per routine.
8. Add checklist items to break down the routine into smaller steps. Boost can suggest checklist items based on the routine, or you can add your own.
9. Click **Done** to save the routine.



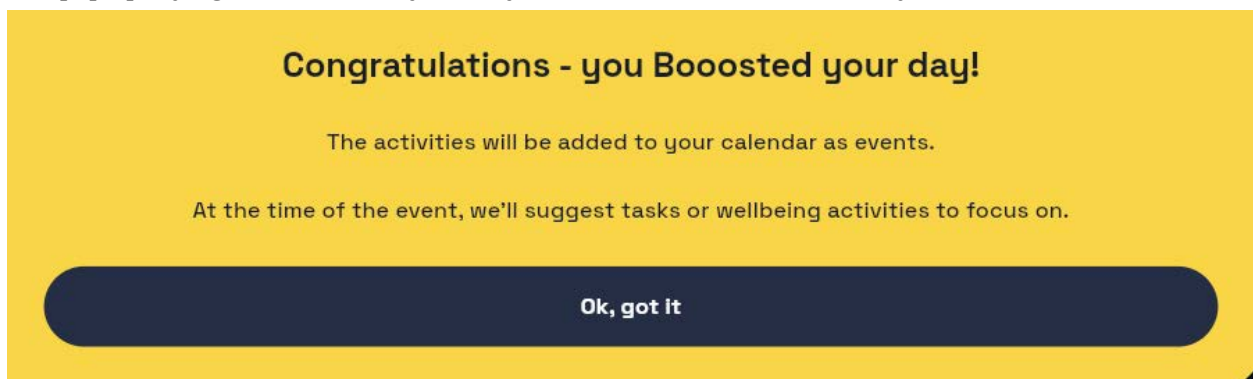
2.4. Boost your day

1. Click on **Boost your day**.
2. Choose a time slot.
3. Click the tick box icon to focus on tasks.
4. Click the heart icon to focus on wellbeing.

5. Repeat step 4 for as many focus events as you want to add.
6. Click **Done**.

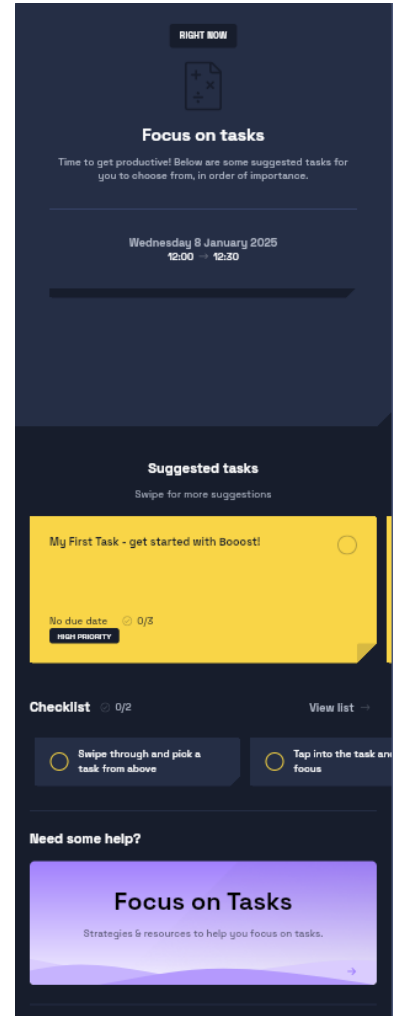
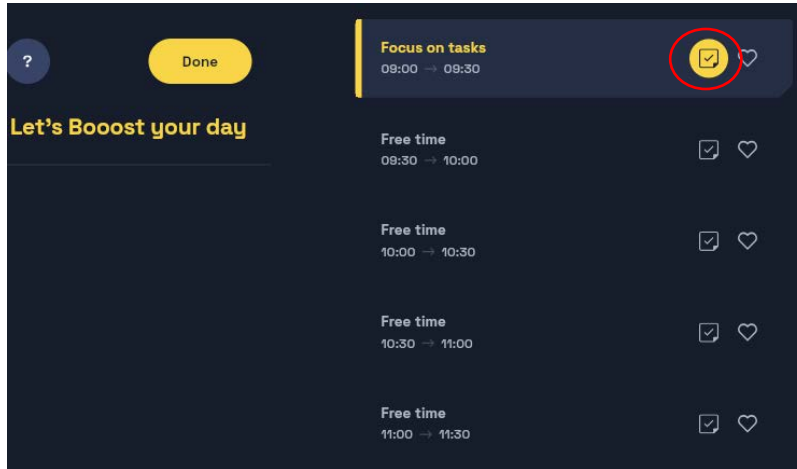


When you click **Done**, a message will pop up saying **You boosted your day**. The activities will be added to your calendar as events.



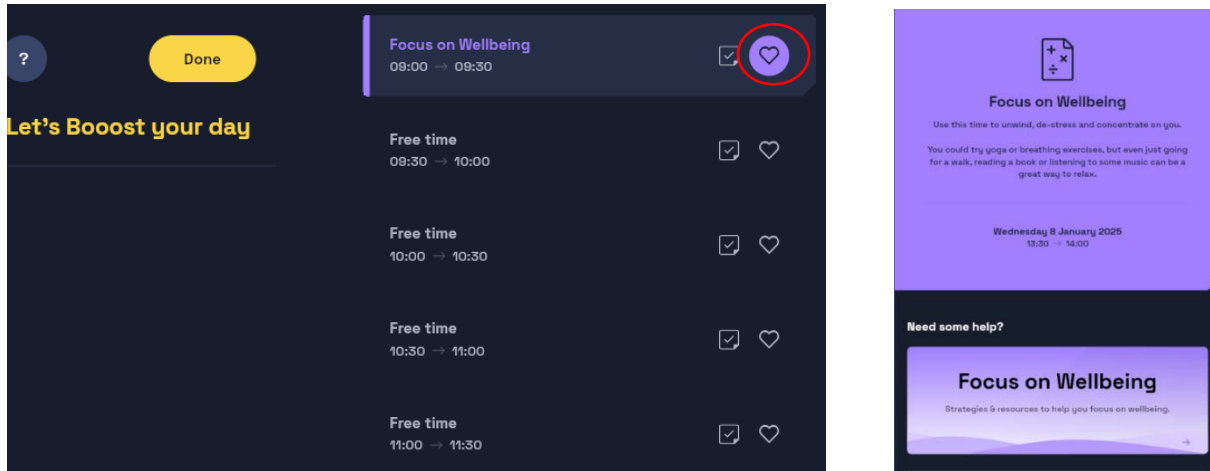
Focus on tasks:

In the **Boost Your Day** function, you can click on the **tick** button and select **Focus on Task**. Boost can list the tasks by due date and priority, helping you decide what to tackle next. It breaks your schedule into blocks and provides resources to help you get started.



Focus on Wellbeing:

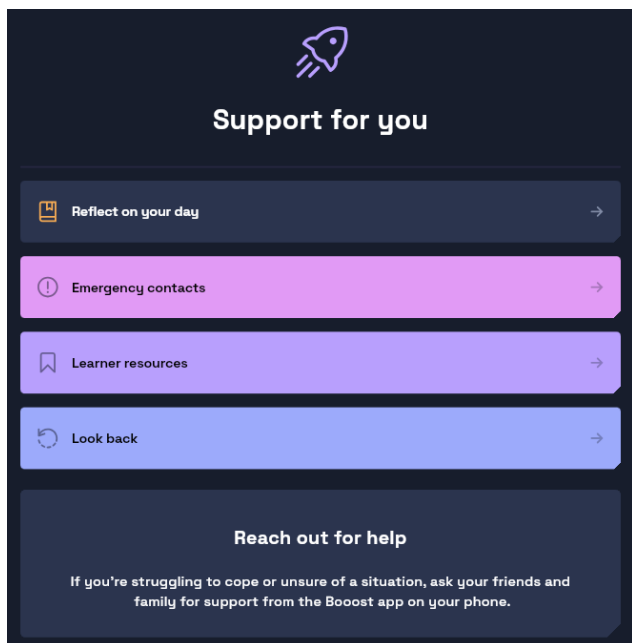
For focus on wellbeing, you can click on the **heart** button and select **Focus on Wellbeing**. Boost will suggest checklist items to help you take care of yourself. It also provides resources like the 'Take a Minute' video series to improve your wellbeing.



3. Support for you

The app also provides the following support functions:

1. **Reflect on your day:** Track your mood, review accomplishments, and identify areas needing support or strategies.
2. **Emergency contacts:** *Service is not available in Hong Kong.
3. **Learner resources:** Offer educational materials to build skills, develop strategies, and get advice.
4. **Look back:** Review past reflections to track mood, productivity, and progress.



3.1. Reflect on your day

Recording Your Mood:

Choose a mood icon that best represents how you felt during the day and click **Continue** to proceed.

The screenshot shows a dark-themed interface with the title "How was your day today, SEN Service?". Below the title is a paragraph: "Making time for reflection can help make sense of your experiences and gain new perspectives, so take a minute to think about how your day went and choose one of the options below." To the right of this text are five horizontal, rounded buttons, each with a mood icon and a label: "Really good" (yellow, happy face), "Good" (orange, neutral smile), "OK" (pink, neutral face), "Bad" (purple, sad face), and "Really bad" (dark purple, very sad face).

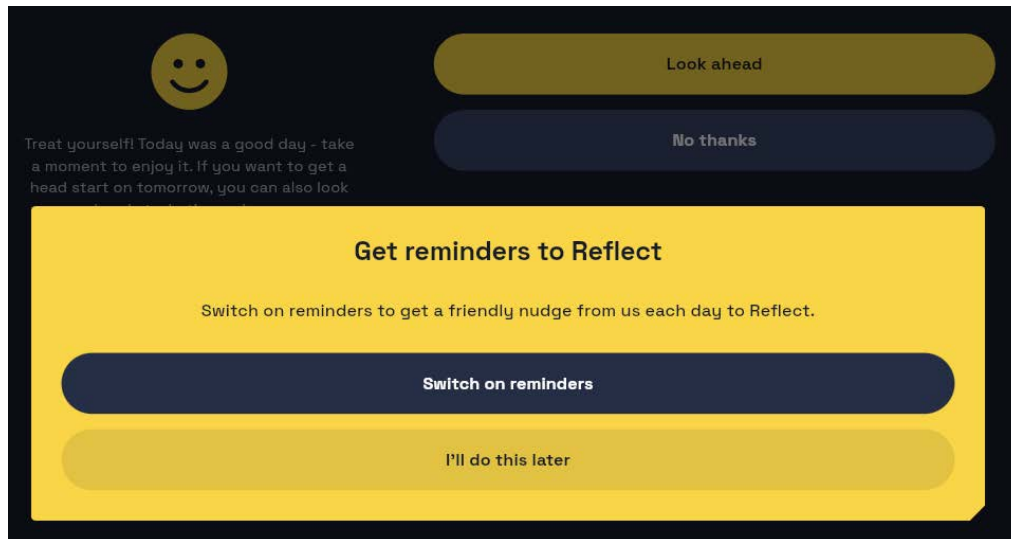
Adding note:

1. Click the text box to type in any notes about your day. This can include details about your mood, significant events, or reflections on your tasks.
2. Click **Continue** to save your notes, or click **Skip** if you prefer not to add any notes.

The screenshot shows a dark-themed interface with the title "Add a note". Below the title is a paragraph: "Jotting down a highlight from the day, something that can help you in the future or just something to get out of your head can help process events and give you insights into what strategies work for you." To the right of this text is a large, empty text box with a yellow border. Inside the text box, at the top left, is the placeholder text "A note about my day...". At the bottom right of the text box is a character count "0/255". Below the text box is a large, rounded button labeled "Skip".

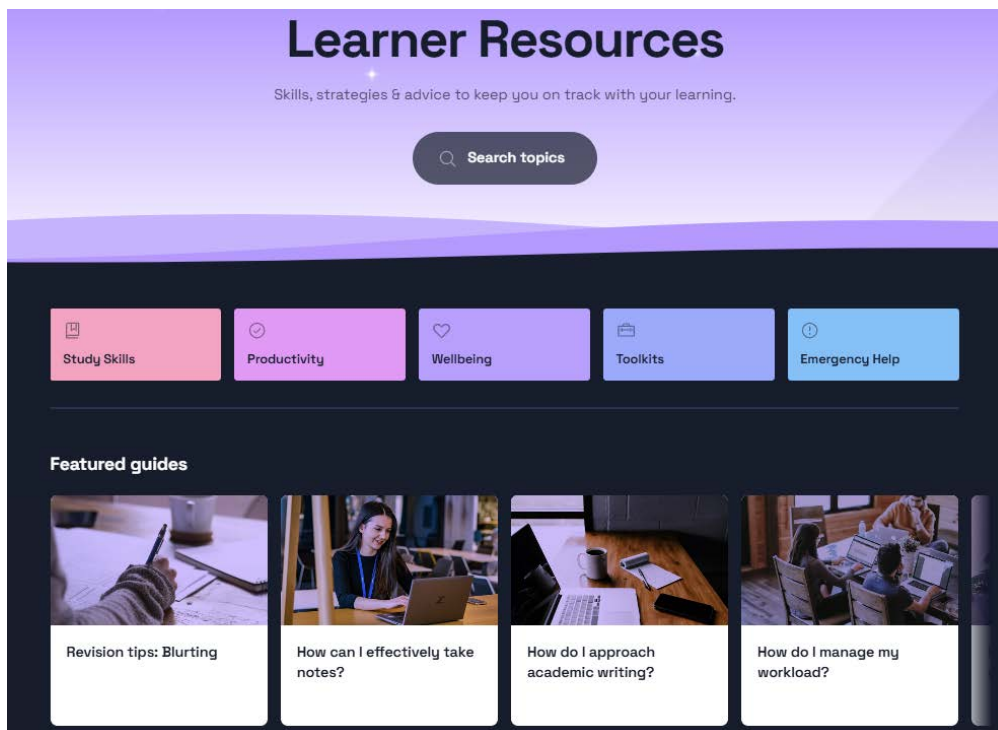
Setting reminder:

You can set reminders to reflect on your day regularly. Go to the **Account** view, click on **Settings**, and toggle **Reflect reminders** on. Choose a time that works best for you.



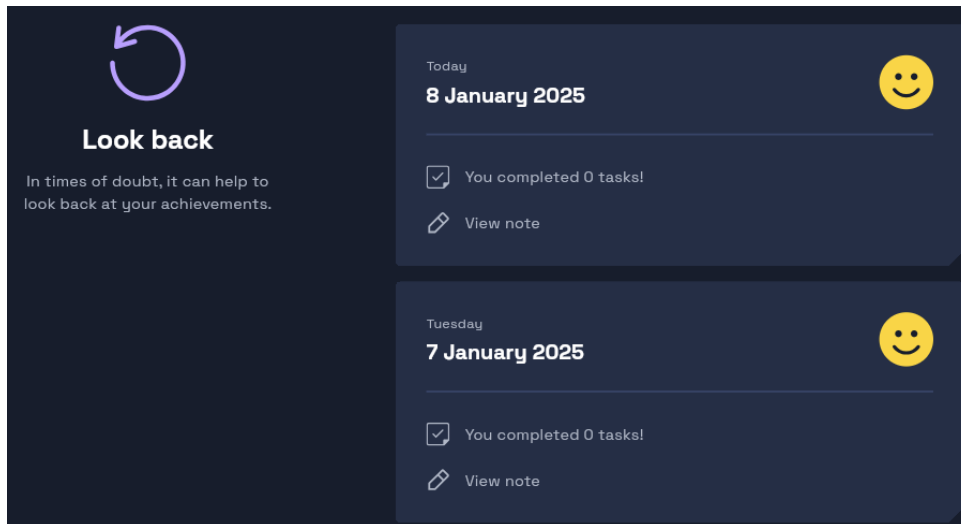
3.2. Learner Resources

1. Use the search bar to find topics and articles that interest you.
2. Explore collections using the menu in the top right-hand corner or the buttons on the Learner Resources home page.

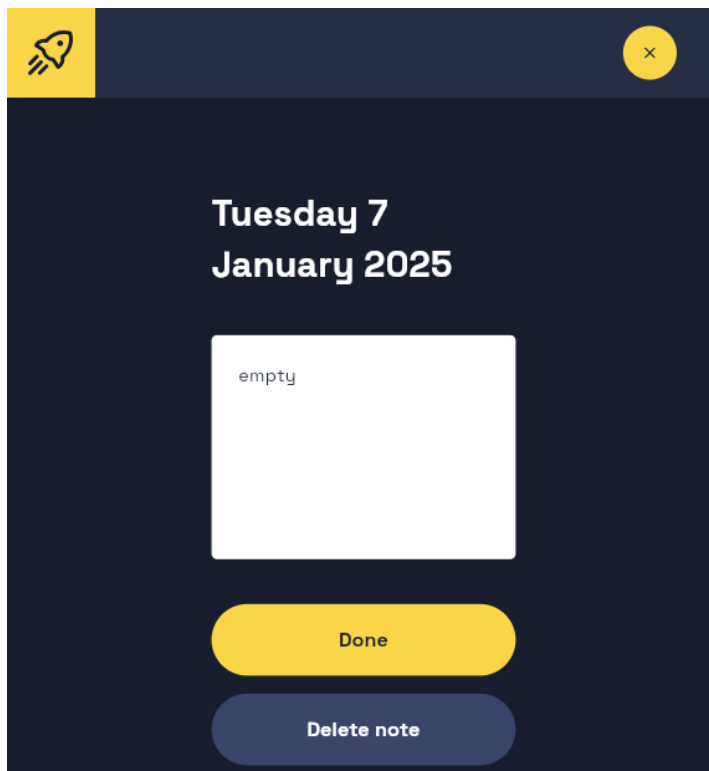


3.3. Look back

Click on a reflection entry to view any notes you have added.



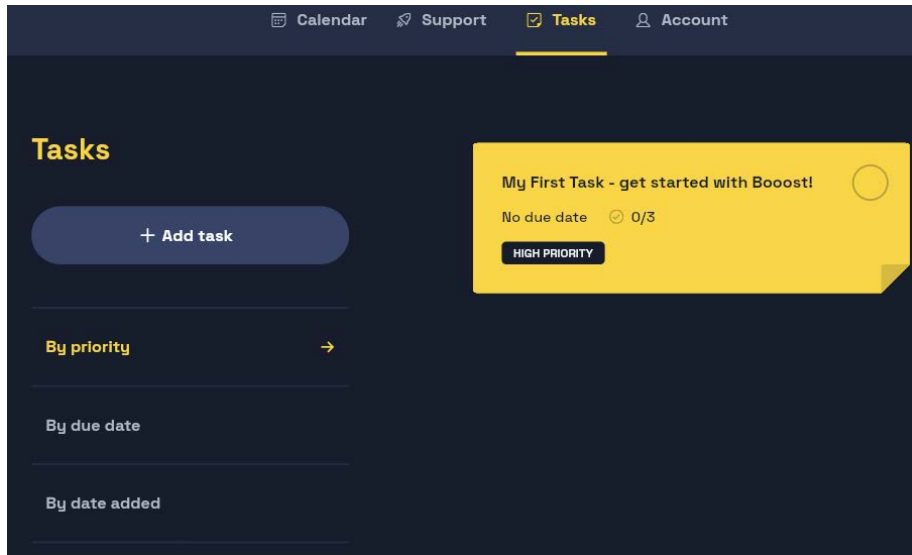
Click the date of the page to load additional entries from the past.



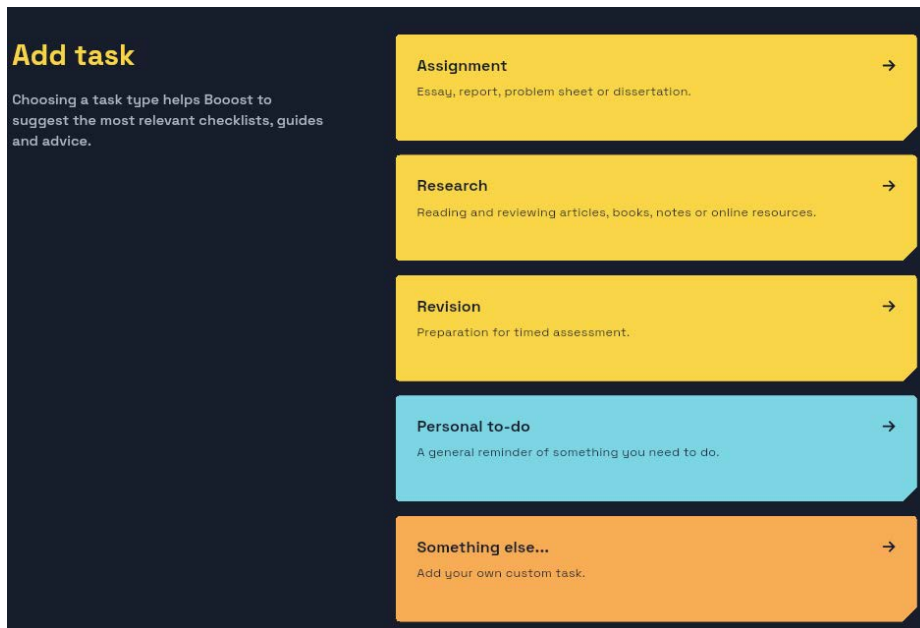
4. Tasks

4.1. Add Task

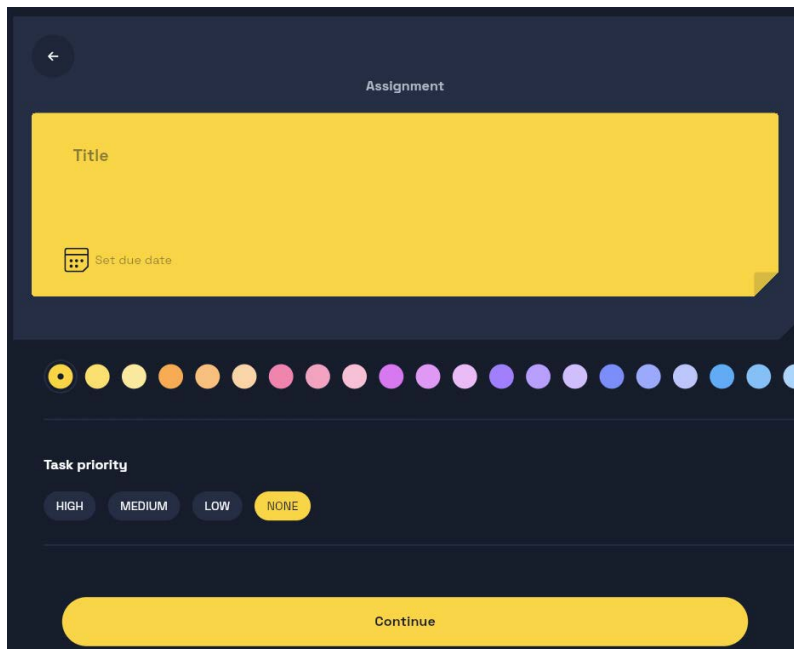
Click the “+” button to add a new task.



Choose the type of task you want to add, such as **Assignment**, **Research**, **Revision**, **Personal to-do**, or **Something else**.

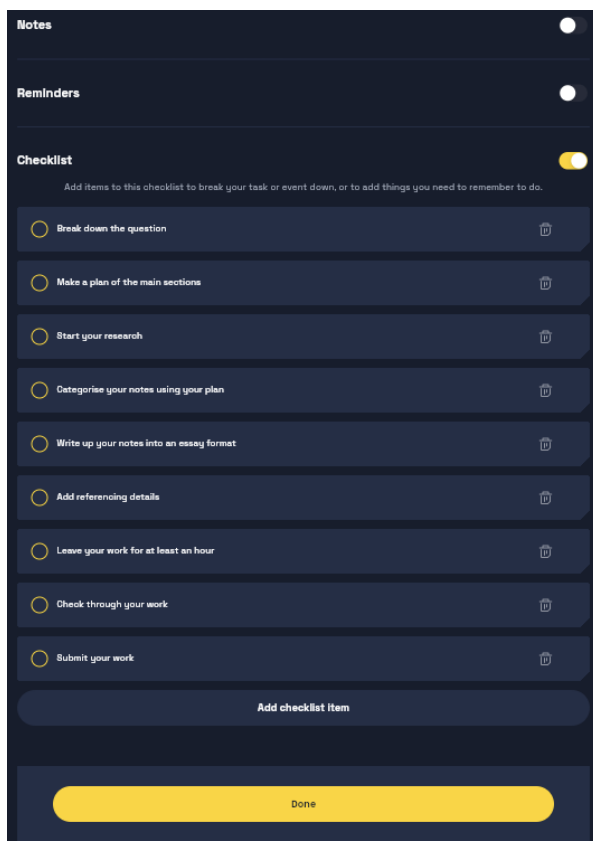


Choose the task type, add a title, set a due date, and set the priority.



The screenshot shows a dark-themed mobile app interface for creating a task. At the top, there's a back arrow and the word 'Assignment'. Below this is a large yellow rectangular field for the 'Title'. Underneath the title field is a calendar icon with the text 'Set due date'. Below the title field is a horizontal row of 20 colored circles, with the first circle being yellow and the others transitioning through orange, pink, purple, and blue. Below this row is a section titled 'Task priority' with four buttons: 'HIGH', 'MEDIUM', 'LOW', and 'NONE'. The 'NONE' button is highlighted in yellow. At the bottom of the screen is a large yellow button labeled 'Continue'.

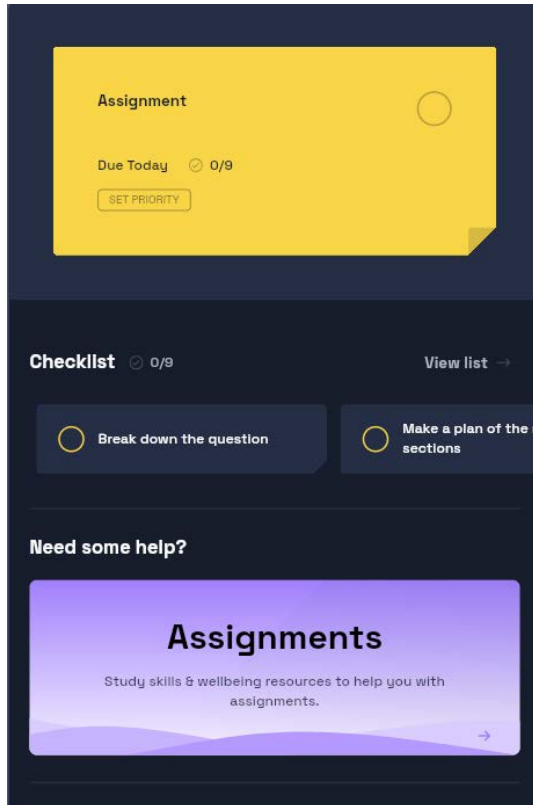
1. Customize the task's appearance and add any additional details, such as notes, reminders, and checklist items.
2. Click **Done** to save the task.



The screenshot shows a dark-themed mobile app interface for customizing a task. At the top, there are three toggle switches: 'Notes' (off), 'Reminders' (off), and 'Checklist' (on). Below the 'Checklist' toggle is a section titled 'Checklist' with a subtitle 'Add items to this checklist to break your task or event down, or to add things you need to remember to do.' Below this subtitle is a list of nine checklist items, each with a yellow circle icon and a trash icon on the right. The items are: 'Break down the question', 'Make a plan of the main sections', 'Start your research', 'Categorise your notes using your plan', 'Write up your notes into an essay format', 'Add referencing details', 'Leave your work for at least an hour', 'Check through your work', and 'Submit your work'. Below the list is a button labeled 'Add checklist item'. At the bottom of the screen is a large yellow button labeled 'Done'.

4.2. Managing Task

1. View and manage your tasks from the **Tasks** view.
2. Sort tasks by priority, due date, or date added to stay organized.
3. Use the **Boost your day** feature to schedule focused work sessions.



This user guide only let you to learn the basic features of Boost. For more detailed user guide, please visit the Boost Education website <https://booost-support.booosteducation.com/> , Boost Support Centre to get more information.

--- End ---