



Make Virtual Learning Accessible: Strategies for a Successful Online Learning Environment

GATE Virtual

Tools for Life

Center for Inclusive Design and Innovation | College of Design

March 4, 2021

Your Presenters Today



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Today's Agenda



- Welcome and Introduction
- Overview of CIDI and TFL services
- Tools for Life: Services, Current Projects and Contact
- Online Learning: Obstacles and Strategies
- Resources for Online Learning
- Q&A
- Wrap up






Accessibility Made Smart at CIDI

- Accessibility Consulting – ICT & UX
- Braille Services
- Captioning and Described Audio Services
- Professional E-Text Producers
- Certified Assistive Technology Team
- Tools for Life is Celebrating 30 Years of Service this Year!

Tools for Life Website

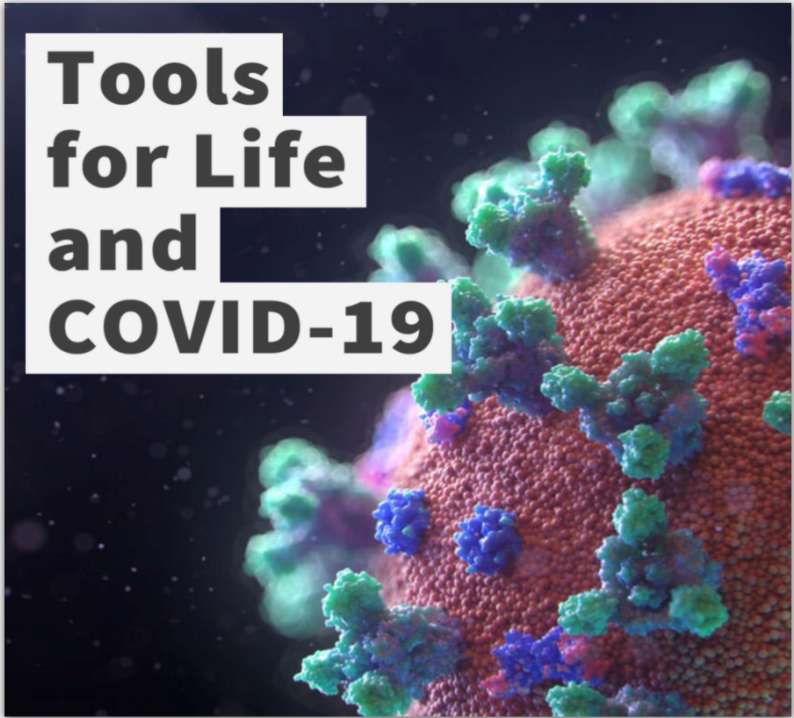


Georgia's Assistive Technology Act Program

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- Current Webinar Schedule
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[TOOLS FOR LIFE /](#)

...for Living, Learning, Working

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Welcome to Tools for Life

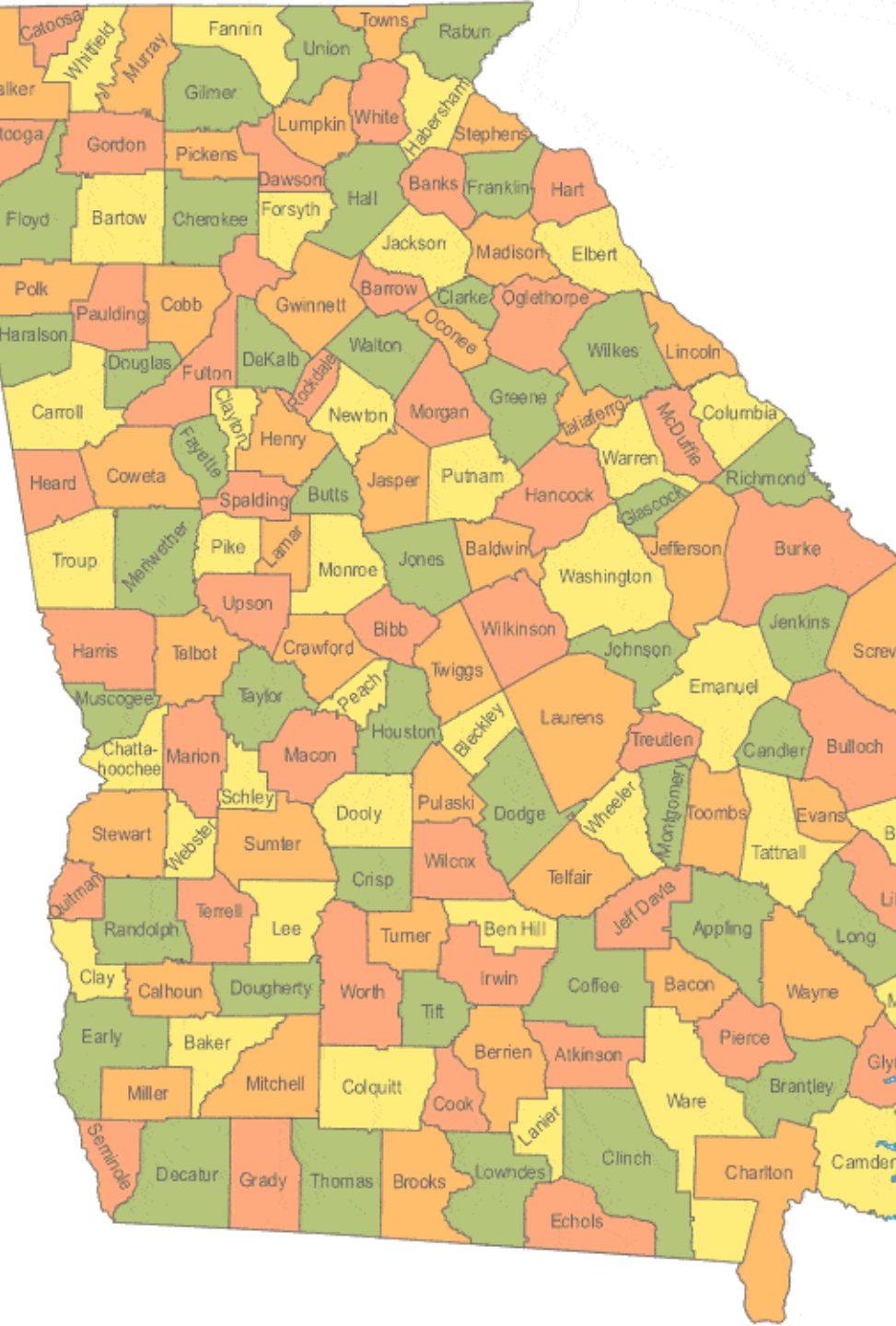
Tools for Life, Georgia's Assistive Technology Act Program, is dedicated to increasing access to and acquisition of assistive technology (AT) devices and services for Georgia's college and disability students. This team works...

Tools for Life Core Services

As the Assistive Technology Program in Georgia, we are charged with core activities:

- Information & Assistance
- AT Assessments
- AT Demonstrations
- AT Equipment Lending
- Training (Individuals and Groups)
- Funding Education & Solutions
- AT Reuse





Tools for Life Network

- Assistive Technology Resource Centers
- Outreach Centers
- Centers for Independent Living
- Aging and Disability Resource Centers



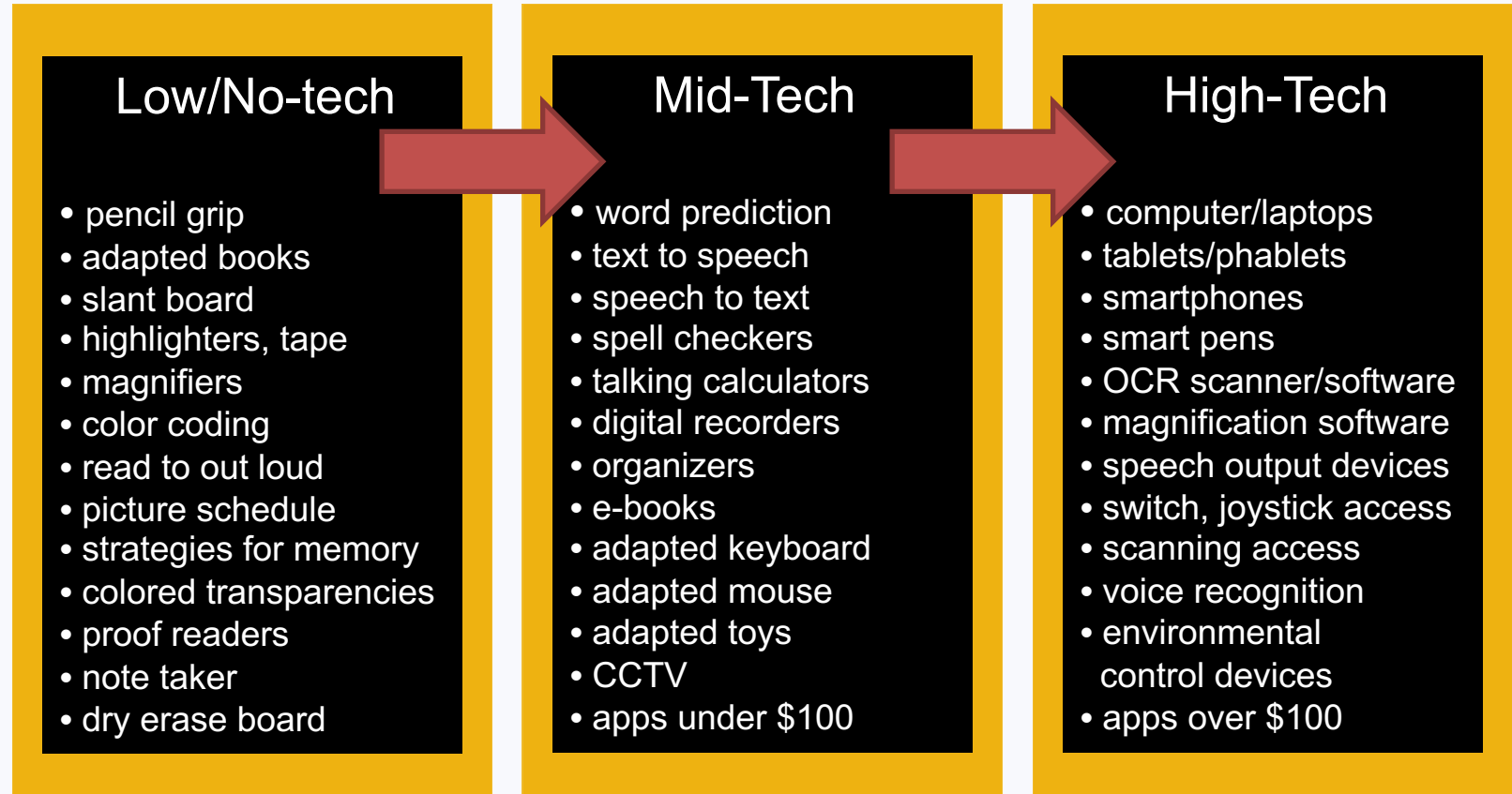
What is Assistive Technology?

Assistive Technology (AT) is any item or piece of equipment that is used to increase, maintain, or improve the functional capabilities of individuals with disabilities in all aspects of life, including at school, at work, at home, and in the community.

Assistive Technology Continuum

Observations and “Hanging out with Intent”

Assistive
Technology is a
***continuum of
tools,
strategies, and
services*** that
match a person's
needs, abilities,
and tasks.



Why Assistive Technology?

For a person without a disability, assistive technology makes life easier.

For a person with a disability, assistive technology makes life possible.

Tip: USE AT! We have yet to meet a successful person who doesn't use any AT.





Team Approach

- Person with the disability
- Circle of support/Family of choice
- Teachers
- Case Managers
- Technologist
- Occupational Therapist
- Speech-Language Pathologist
- Physical Therapist
- Engineer
- Neighbors
- Bus drivers

AT Demos and Lending Library

- **AT demos**

- Free of charge!
- Learn about different devices
- What will work best?
 - Consumer's choice
 - Assist in making informed choices



- **AT lending library**

- Try before you buy!
- Loans are usually 3 to 4 weeks
- Training on items before borrowed, if needed



DS Team and the Pandemic

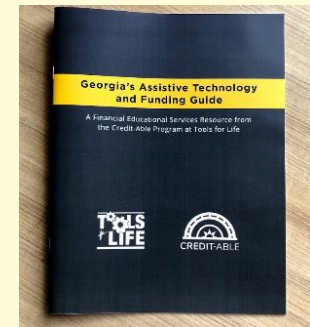
Creating	Creating How-To Guides for pieces of AT
Collaborating	Collaborating with DOE Consultations
Working	Working on CDC Text Simplicity
Providing	<p>Providing more virtual demos and answering emails</p> <ul style="list-style-type: none">• Seeing individuals that have been referred to us due to a long wait list

- AT Loans are increasing
- Creating and presenting webinars



Funding Resources

- Georgia's Assistive Technology and Funding Guide
- gTRADE and EdTRADE
 - Direct exchange between users
- Dollars & Sense
 - Online resource for developing a funding strategy





Tools for Life Resources



Training and Outreach

Information, Assistance, and Training



- Phone
 - (404) 894-0541
- Email
 - info@gatfl.gatech.edu
- How Can We Help?
 - Online form
 - Gives us information on what kind of assistance is requested
 - Demos
 - Funding resources
 - Trainings



Webinars

- Wired Wednesdays
- ASK Workplace Accommodations Series
- CDC COVID-19 Accessible Materials Project
 - All webinars are presented in an accessible platform with captions and ASL interpreters (ASL for CDC project)
 - All webinars are recorded and archived on the TFL website where you can find the recording transcript as well as accessible materials.
 - We offer continuing education credits for webinars! CEUs are approved and administered through the AAC Institute. CRC's are approved and administered through the Commission on Rehabilitation Counselor Certification (CRCC).



Technical Assistance for Virtual Programming

- We continue to work on translation of in person trainings, tours and conferences to virtual platforms.
- Accessibility is always our priority. The benefit is that we have always offered some online component for each of our trainings.
- During these past few months, we have started to provide technical assistance to other organizations that are looking for successful strategies for offering virtual programming.

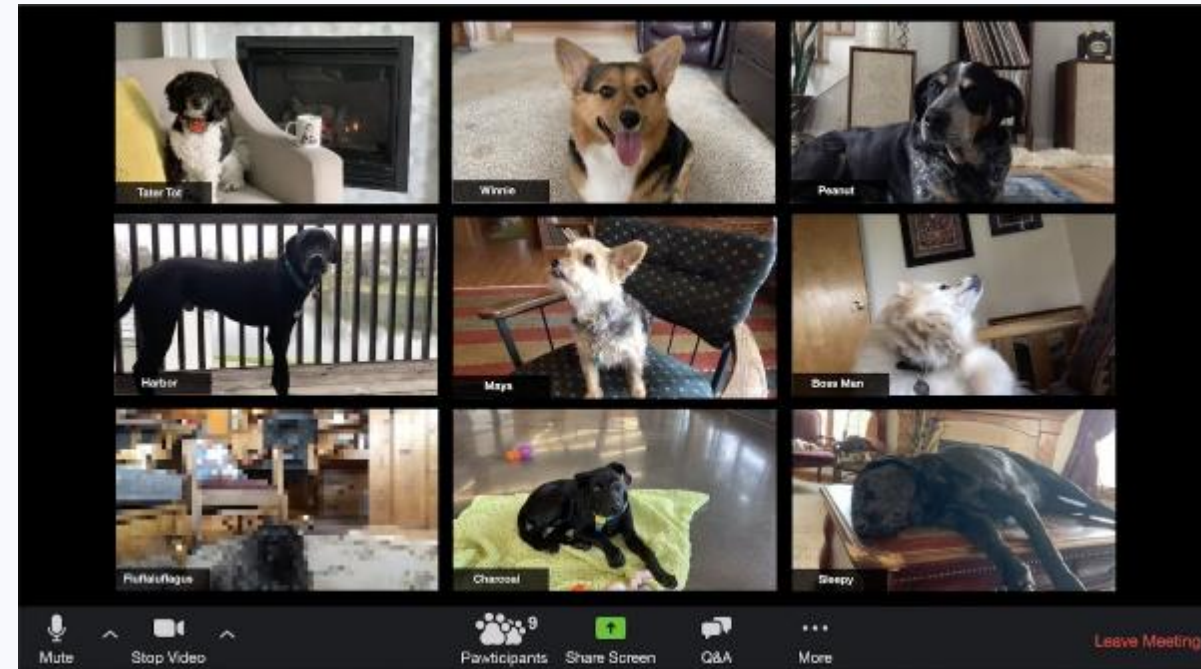


We're Always Online

We have been actively working on translation of in person trainings, tours and conferences to virtual.

The benefit that we always offer some online component for each of our trainings. Accessibility!

- Tours of the AT, Access, and AAC Labs
- Conferences with breakout sessions
- Virtual exhibit hall



TechSAge RERC

**Rehabilitation
Engineering
Research Center on
Technologies to
Support Successful
Aging with Disability**

TechSAge research is funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR grant number 90RE5016-01-00).

NIDILRR is a Center within the Administration for Community Living (ACL), Department of Health and Human Services (HHS).





Workplace Accommodation Expert Support System (Work ACCESS)

A NIDILRR - funded project to design a system for suggesting workplace accommodations for employees with disabilities.

Initial version will be available to the public in October, free for people who agree to provide feedback as beta testers.


Initial Activities (with an Office focus):

- Moving About Workplace
- Reading / Writing Print
- Using a Workstation
- Using a Computer
- Learning Work Tasks
- Communicating Face-to-Face
- Time Management



Enhancing Virtual Instruction During the Pandemic: What Can Research Tell Us?

Ben Satterfield



Pandemic as a disruptive innovation?

- Perspective on what is happening:
 - Pandemic is a disruption
 - Forced us to innovate
- Remote/virtual learning
 - Latch on to solutions
 - Reveal weaknesses
- Forced changes:
 - Uncomfortable
 - Difficult
- While we are in this moment of transition and change....
- Thanks to Dr. Dave Edyburn for his ongoing analysis of current AT Research: “What Have We Learned Lately?” from ATIA 2021.

Individualized instructional delivery options for Students with Attention Difficulties

- Shanley, L., Strand Cary, M., Turtura, J., Clarke, B., Sutherland, M., & Pilger, M. (2020). Individualized instructional delivery options: Adapting technology-based interventions for students with attention difficulties. *Journal of Special Education Technology*, 35(3), 119-132.
- If students are not attending to instructional material, regardless of the delivery method, they are not likely to reap much educational benefit.
- Whereas teachers can flexibly add and remove instructional cueing and self-regulation supports when particular students need them in a traditional face-to-face instructional environment, educational technologies have not—to our knowledge— supported this level of customization.
- This study suggests the value of offering such student supports and the importance of continuing to monitor and track student engagement in technology-based instructional situations.

Using Amazon Alexa as an instructional tool

Emerling, C. R., Yang, S., Carter, R. A., Zhang, L., & Hunt, T. (2020). Using Amazon Alexa as an instructional tool during remote teaching. *Teaching Exceptional Children*, 53(2), 164-167.

- Amazon provides premade “blueprints” for Alexa
 - shells of skills
 - made to be used by users of all technological abilities.
 - blueprints offer the average user guidance to create customized and personal voice user interface activities.
 - <https://blueprints.amazon.com>
- One Alexa blueprint popular in education: Task Tracker.
 - provides the user with a checklist of activities
 - helps the person stay organized
 - require sequential completion
 - Requires user voice prompt to advance.

Smartphone App, Task Analysis & Independence for Students with I/DD

Randall, K. N., Johnson, F., Adams, S. E., Kiss, C. W., & Ryan, J. B. (2020). Use of a iPhone task analysis application to increase employment-related chores for individuals with intellectual disabilities. *Journal of Special Education Technology*, 35(1), 26-36.

- This study investigated the effectiveness of a Task Analysis application as a tool to help individuals with ID to independently complete work-related office tasks. Overall, outcomes demonstrated that all four participants showed large and meaningful gains for completing scanning, copying, and shredding in an office environment.
- All participants enjoyed using the app and felt it was easy and fun to use.
- Additionally, their job coaches and teachers stated they believed the Task Analysis app was useful and identified numerous potential other uses.

Involving Parents in Use of AT for Cognition

Palmqvist, L., & Danielsson, H. (2020). Parents act as intermediary users for their children when using assistive technology for cognition in everyday planning: Results from a parental survey. *Assistive Technology*, 32(4), 194-202.

- Investigated AT for Cognition (ATC) usage in everyday planning in three groups of children.
- The results showed that all groups used ATC,
- However found that the parents were responsible for planning by setting up the ATC, while the children merely executed the plans.
- Implications for practitioners from this study:
 - choose an ATC that matches the user's cognitive abilities,
 - follow up usage and make sure the ATCs are used as planned, and
 - provide the appropriate training for the user to enable direct use of ATC instead of intermediated use.

AT and Student Participation in the IEP

Biegun, D., Peterson, Y., McNaught, J., & Sutterfield, C. (2020). Including student voice in IEP meetings through use of assistive technology. *Teaching Exceptional Children*, 52(5), 348-350.

- For those students who do attend their meetings, simply being in the room is not enough.
- Students should never be mere spectators during the IEP process.
- AT does not, by itself, equip students to lead the IEP process.

Using iPads/tablets with students with ASD

Aspiranti, K. B., Larwin, K. H., & Schade, B. P. (2020). iPads/tablets and students with autism: A meta-analysis of academic effects. *Assistive Technology*, 32(1), 23-30.

This investigation provides a meta-analysis of available research that examines the use of iPad technology and its impact on learning outcomes for students with autism.

The findings of this research are based on 12 effect-size measures, representing a synthesized sample size of 99 participants.

The results suggest that the use of iPad technology can have a positive, significant effect on student learning outcomes.



Georgia AT Partnership Project:

GADOE & GATFL

Goal: To build capacity and have a sustainable impact on Assistive Technology Services for grades K-12 throughout Georgia.

- Features of AT Partnership Program
 - Software (reading, writing & math)
 - Lending Library
 - Training videos
 - Webinar series
 - Collaboration Services
 - Ed-Trade AT exchange
- Equity and Access
 - Available to all school districts, state schools, charter schools, GNETS
 - No charge

Non- Endorsement Statement Georgia Department of Education

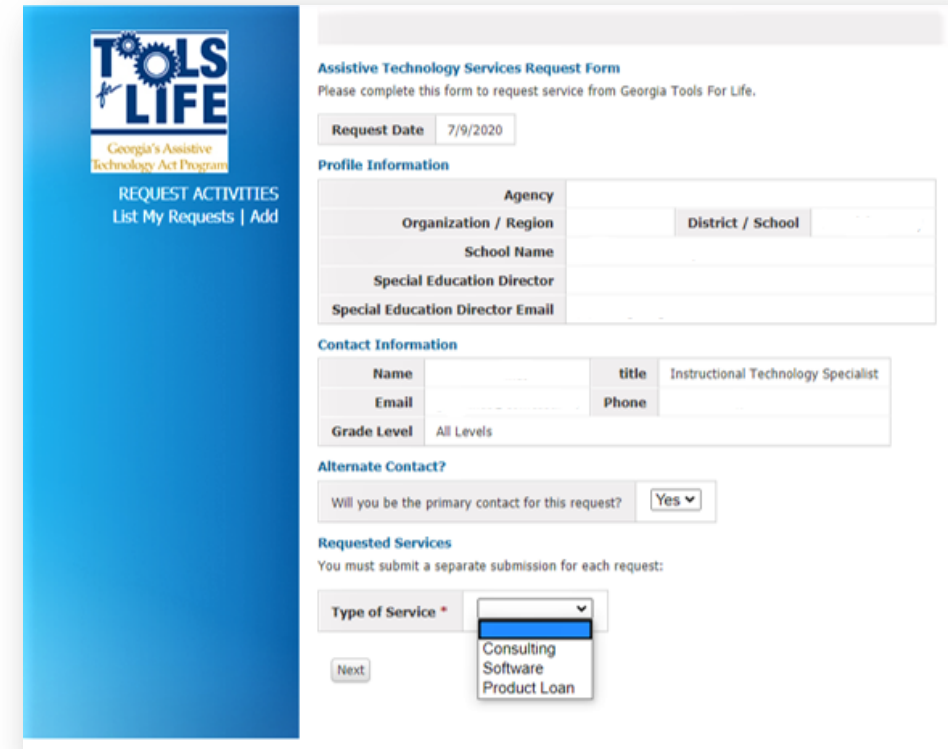
The Georgia Department of Education does not endorse any non-Georgia Department of Education websites or products contained within these pages or through external hyperlinks. These webpages and documents provide only a sampling of available resources and in no way should be considered an exhaustive list of available resources. It is at the discretion of individual districts and schools to determine appropriate resources to serve stakeholders.

Why should we use technology?

- Impacts outcomes for students
- Provide access to the general curriculum
- Allows students to demonstrate what they know
- Supports differentiation
- Provides independence
- May provide an essential support for communication

Assistive Technology Partnership AT Portal (for requests)

- Secure portal for K-12 patrons to submit requests associated with this partnership
- One-stop access to request services
- Registration required
- Portal access limited to special education directors and their designee(s)
- No student personally identifiable information (PII) is collected



The screenshot displays the 'Assistive Technology Services Request Form' interface. On the left is a blue sidebar with the 'TOOLS for LIFE' logo and links for 'REQUEST ACTIVITIES', 'List My Requests', and 'Add'. The main form area includes a title bar, a request date field (7/9/2020), and sections for Profile Information, Contact Information, Alternate Contact, and Requested Services. The 'Profile Information' section contains fields for Agency, Organization / Region (with a dropdown), School Name, Special Education Director, and Special Education Director Email. The 'Contact Information' section has fields for Name, Email, Grade Level (All Levels), Title (Instructional Technology Specialist), and Phone. The 'Alternate Contact' section has a checkbox for 'Will you be the primary contact for this request?' (Yes). The 'Requested Services' section has a dropdown for 'Type of Service' with options: Consulting, Software, and Product Loan, and a 'Next' button.

Assistive Technology Services Request Form
Please complete this form to request service from Georgia Tools For Life.

Request Date: 7/9/2020

Profile Information

Agency	
Organization / Region	District / School
School Name	
Special Education Director	
Special Education Director Email	

Contact Information

Name		title	Instructional Technology Specialist
Email		Phone	
Grade Level	All Levels		

Alternate Contact?

Will you be the primary contact for this request? Yes

Requested Services

You must submit a separate submission for each request:

Type of Service *
Consulting
Software
Product Loan

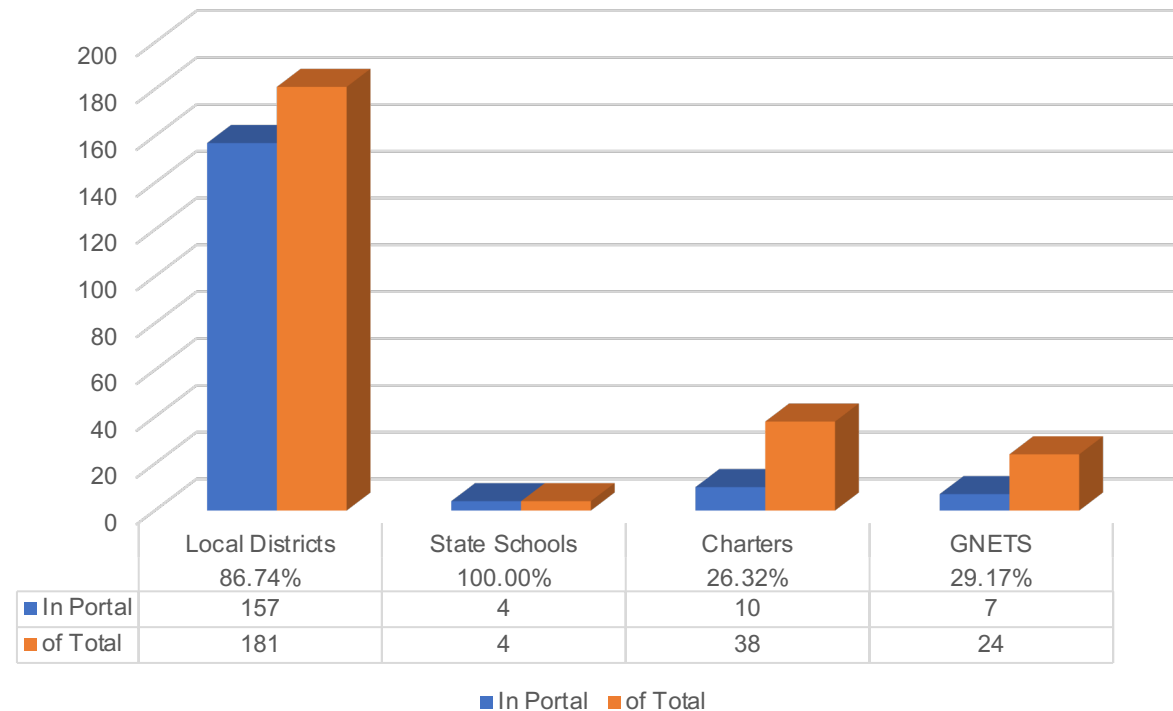
Next

GA AT Partnership Portal

Users registered: 285

- Districts: 157
- Charter Schools: 10
- State Schools: 4
- GNETS Programs: 7

LEAs Registered in Portal by Type



AT/UDL Software (Reading, Writing and Math) (2/15/21)

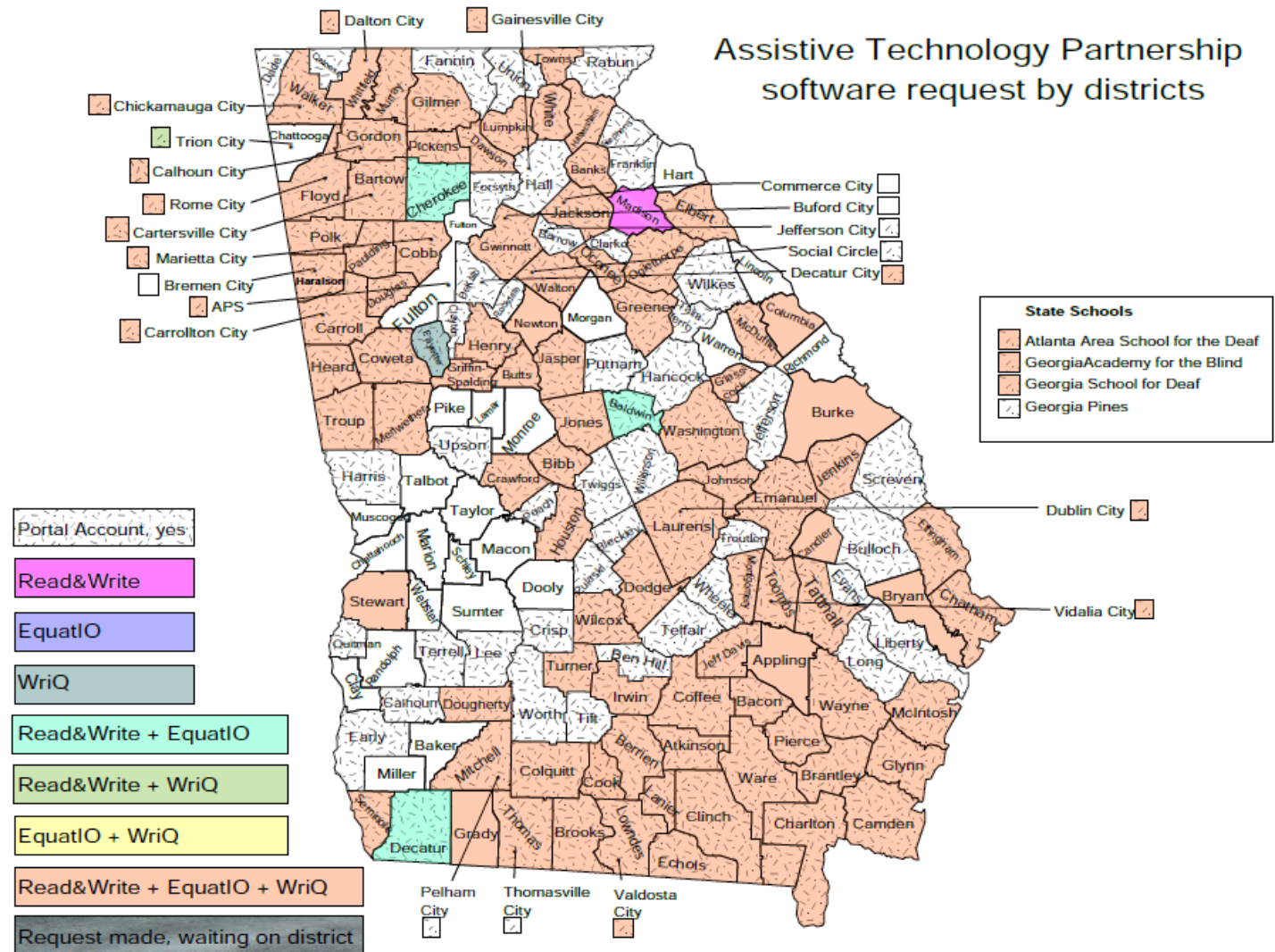
Number of LEAs requesting software – 121

Software Requests:

- Read&Write – 130,908
- WriQ – 127,219
- EquatIO – 127,272

Total number of licenses – 385,399

AT Partnership Participation Map



November 2020

AT Partnership Resources

<https://gpat.gadoe.org/Georgia-Project-for-Assistive-Technology/Pages/AT-Partnership-Tools-for-Life-Texthelp.aspx>



Richard Woods, Georgia's School Superintendent

Search this site

Assistive Technology

Assistive Technology

AT Partnership (Tools for LIFE; Texthelp)

Definition of Assistive Technology

Assistive Technology devices

Legal Mandates for Assistive Technology

Considering Assistive Technology for Students with Disabilities

Documenting Need for Assistive Technology

Implementation and Integration

AT Meetings and Conferences

AT Presentations

Assistive Technology Partnership TOOLS for LIFE, Texthelp

Assistive Technology (AT) Services, Software, Training and Lending Library Program with Tools for Life, Georgia's Technology Act Center

The Division for Special Education Services and Supports wants to build capacity and have a sustainable impact on Assistive Technology Services for grades K-12 throughout Georgia.

1. Consultative Services

The purpose of this partnership is to support district personnel in building their capacity to support students with assistive technology needs.

What it IS:

1. Consultation services by Tools for Life staff via teleconsulting and/or email.
2. Discussion based on information provided by district contact.
3. Coaching support for staff on the implementation of evidence-based practices for assistive technology.

What it is NOT:

1. Direct student intervention.
2. Assistive technology evaluations.
3. Onsite consultations or evaluations.
4. Supplier of assistive technology devices beyond short term loans.

2. AT/UDL Software Pilot Program (Reading, Writing, Math, Study Skills)

Read&Write - Read&Write lets every student read, write, and express themselves more confidently. Read&Write offers support with everyday tasks including reading text out loud, understanding unfamiliar words, researching assignments, writing, and proofing written work. Read&Write works with the following platforms: Chrome, Edge, Windows, Mac OS, iPad, and Android.

General Information

Wina Low - Program Manager Senior
Email: wlow@doe.k12.ga.us

Paula Gumpman - Program Specialist

Email: pgumpman@doe.k12.ga.us

Special Education Questions & Support

Help Desk: (404) 657-9968
Email: SPEDHelpDesk@doe.k12.ga.us

Texthelp Resources

- Teacher Registration - Periodic emails from Texthelp with hints, instructions, and creative ideas.
- Texthelp YouTube Channel

Topics of interest, using Texthelp software - recorded webinars:

- Math & Science Support
- Empowering Emerging & Struggling Readers
- Tools to Improve Student Writing

Parent Resources

Assistive Technology Collaboration Services

The purpose of this partnership is to support district personnel in building their capacity to support students with assistive technology needs through collaboration

- What it is:
- Collaboration services by Tools for Life staff via teleconsulting and/or email.
- Discussion based on information provided by district contact.
- Coaching support for staff on implementation of evidence-based practices for assistive technology.
- May be multiple or on-going “communication sessions” between TFL staff and district staff to provide support
- Engagement with district staff

Assistive Technology Collaboration Services (2)

The purpose of this partnership is to support district personnel in building their capacity to support students with assistive technology needs.

- What it is not:
 - It is not direct student intervention.
 - It is not assistive technology evaluations.
 - It is not onsite consultations or evaluations.
 - It is not releasing district staff from being involved and engaged in problem-solving.



Assistive Technology Lending Library

Loans that will allow a district:

- To assist in decision-making; make an informed purchasing decision
- To collect data substantiating the device meets the student's needs
- Try a device in a real-life environment
- To serve as a loaner while the student is waiting for repair or ordered device to be delivered (short-term)
- To provide an accommodation on a short-term basis
- To support professional development



Assistive Technology Lending Library (2)

What it is not:

- It is not a long-term open-ended loan(s).
- It is not equipment for purchase.
- It is not supplier of assistive technology devices beyond short term loan.

Lending Library (examples)

Augmentative Communication (AAC)

- Talking Photo Album
- iPad / Apps
- GoTalk (various models)

Computer Access

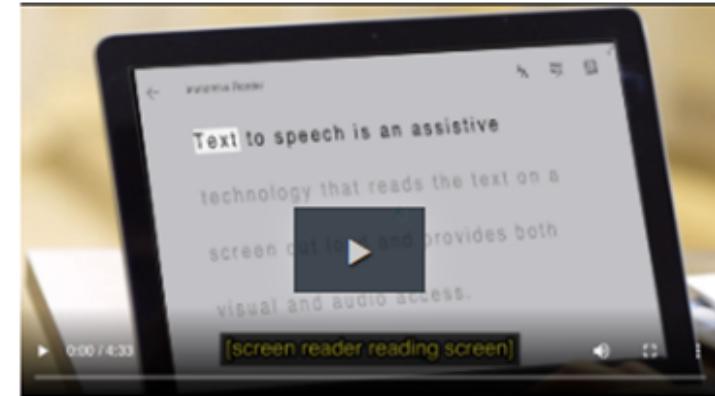
- Alternative Keyboards
- Mouse Alternatives
- Switches
- Switch Interfaces

- Attention, Focus
 - WatchMinder
 - TimeTimer
- Power Link
- Alternate Seating
- Weighted Vests/Blanket
- Scanning Pens
- Adapted Eating
- Adapted Writing Utensils
- Sensory

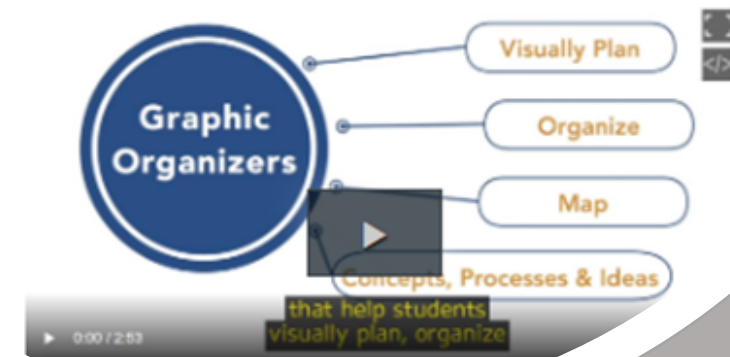
Customized Training Videos



VIDEO - Text to Speech (4minutes and 33 seconds)



VIDEO - Graphic Organizers (2 minutes and 53 seconds)



AT Webpage Update

- New Videos
 - [Speech to Text](#) (3 :46)
 - [Text to Speech](#) (4:33)
 - [Graphic Organizers](#) (2:53)
 - [Captions](#) (6:24)
 - [Visual Supports](#) (3:26)
- New AT Resource Documents:
 - [AT Assessments](#) – Provides a resource to use when considering the need for an AT assessment.
 - [AT to consider for transition](#) – Provides a guide for assistive technology and transition planning.
- Please review all documents on the right side of the AT webpage including:
 - [AT Chrome Extensions](#)
 - [AT for Low Incidence Disabilities](#)
 - [508 Compliance and Accessibility](#)
 - [MS word document and accessibility](#)
 - [PowerPoint and accessibility](#)
 - [AT research and resources](#)
 - [Office 365 and computer tools, MAC and One Note](#)
 - [AT and transition NTACT \(National Technical Assistance Center on Transition\)](#)

<https://gpat.gadoe.org/Georgia-Project-for-Assistive-Technology/Pages/default.aspx>




Coming in 2021: New Customized Training Videos

Training videos to support
building level staff


- Aided Language Stimulation (ALgS)
- Note-Taking
- Core Vocabulary
- Executive Function
- Accessible Educational Materials (AEM)


EdTrade





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EdTrade





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 Sign Out



Welcome to EdTrade

What is EdTrade?



EdTrade is a Georgia Tools for Life assistive technology (AT) reuse program offered in collaboration with the Georgia Department of Education, Division for Special Education Services and Supports. EdTrade is a secure online AT, K-12 database that allows participating districts to swap, loan, donate, or sell AT to one another. This potentially cost-saving program is part of the state's AT Partnership Program between the Georgia Department of Education and Georgia Tools for Life. This is a "members only" online sharing tool and registration is required as this is limited to Georgia's K-12 public schools.

Each year, Georgia school districts purchase assistive technology for eligible students to use. In some cases, this assistive technology ends up never being used or gently used. It may be that the student graduates, moves away, or needs another type of technology, leaving the purchased technology sitting in the school district. Sometimes the assistive technology can easily be reused with a student within the district. Other times, the assistive technology simply does not fit the needs of any other student within the district, leaving costly, unused AT equipment sitting in the district. With EdTrade, once a device is no longer relevant for student needs in one district, the device can be listed and paired with a student who would truly benefit from the device's use in another district.

What is AT Reuse?



EdTrade, Georgia Assistive Technology (AT) School Swap Database

- Georgia districts will be able to post their assistive technology needs or available assistive technology for loan, exchange, sell or donation.
 - Participating districts can decide whether they want to lend or repurpose their unused assistive technology to a local Georgia district as a cost saving measure through a written memorandum of understanding.
 - Responsibility would rest with the participating local educational agency to develop local policies and procedures to address asset sharing and inventory controls.
- 
- 

Assistive Technology Webinar Series

- Georgia Department of Education in collaboration with Tools for Life
- The webinar series is currently scheduled for the 2nd Wednesday of the month (September, October, November, January, February and March) from 3:00 – 3:30.
- More information about registration will be available on the AT webpage

AEM State Cohort

 **National Center on
Accessible Educational Materials**

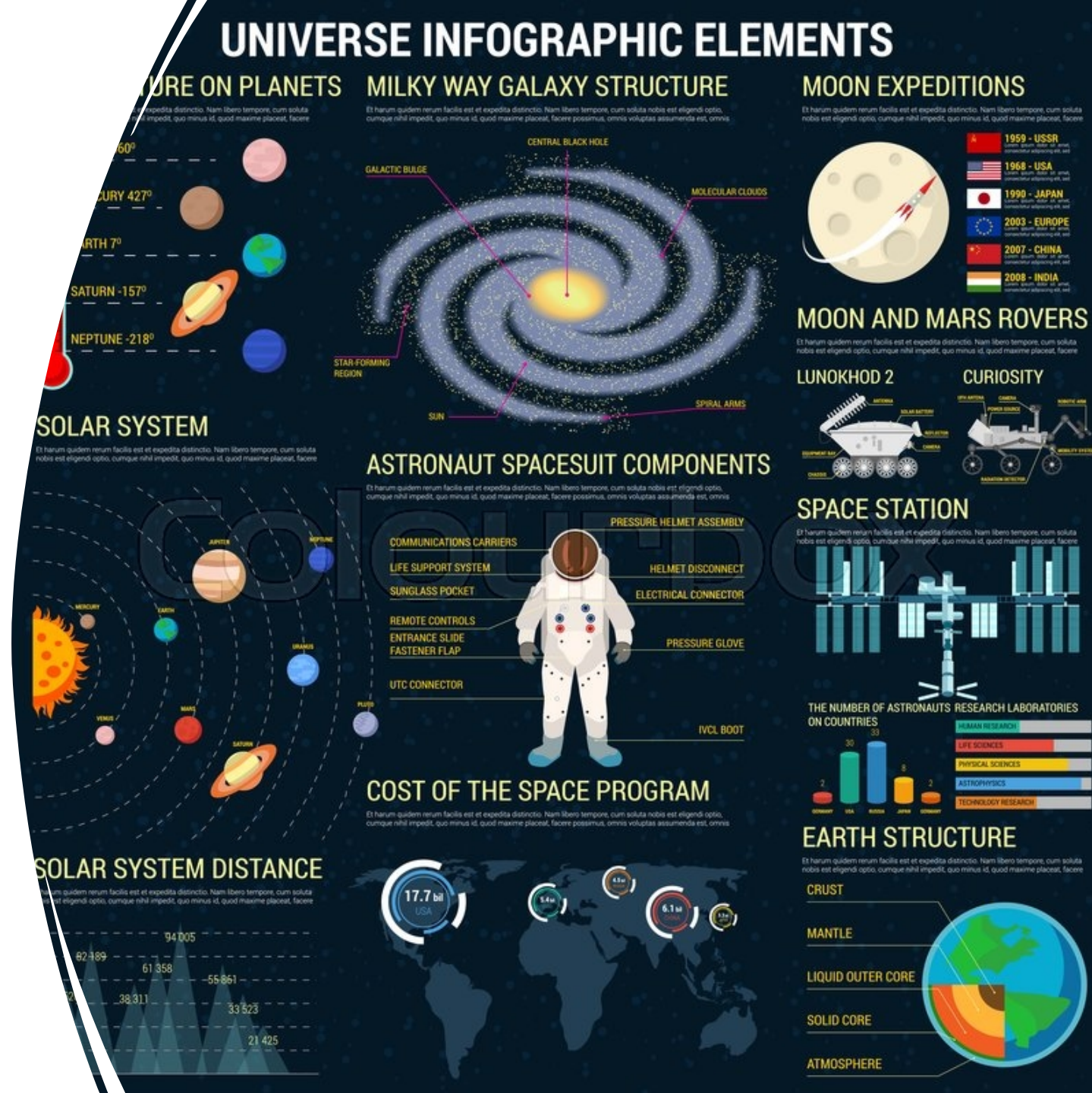


Georgia selected as an AEM Cohort State 2020-2024

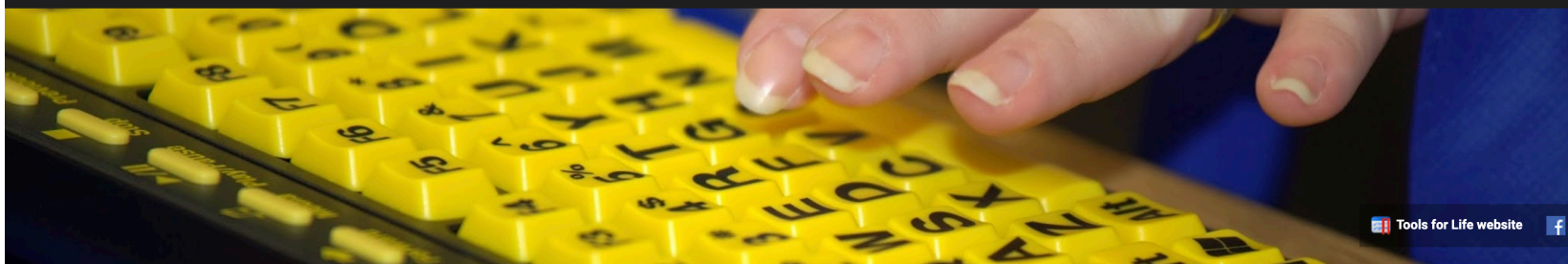
- The [National Center on Accessible Educational Materials for Learning \(AEM Center\)](#) announced the new AEM Cohort of seven states: Georgia, Missouri, New Hampshire, North Carolina, Oklahoma, Oregon and West Virginia.
- Each state will receive individualized support and coaching from the AEM Center's team of Technical Assistance Specialists over a four-year partnership.
- The program aims to help each state build a robust and coordinated system for providing accessible educational materials (AEM) and related technologies to all learners with disabilities who need them as they transition across early childhood, K–12, and postsecondary education.


Consider Cognitive Load


TIP – Find a balance and the sweet spot for Learning




CIDI | TFL Videos!



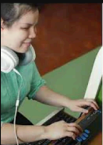
[Tools for Life website](#) 


 **Tools for Life Georgia AT Program**
114 subscribers


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
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



Work ACCESS and the Assistive Software...
37 views • 1 month ago






Helping Students Understand Instruction with Visual...
38 views • 6 months ago





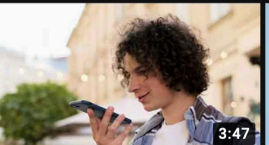
Using Captions to Support Student Learning
25 views • 6 months ago






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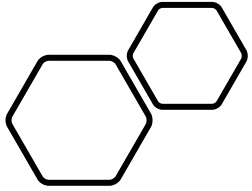


Built-in Text-to-Speech 4:34

Managing The “FAST” Track

- ✓ Frustration
- ✓ Anxiety
- ✓ Stress
- ✓ Tension



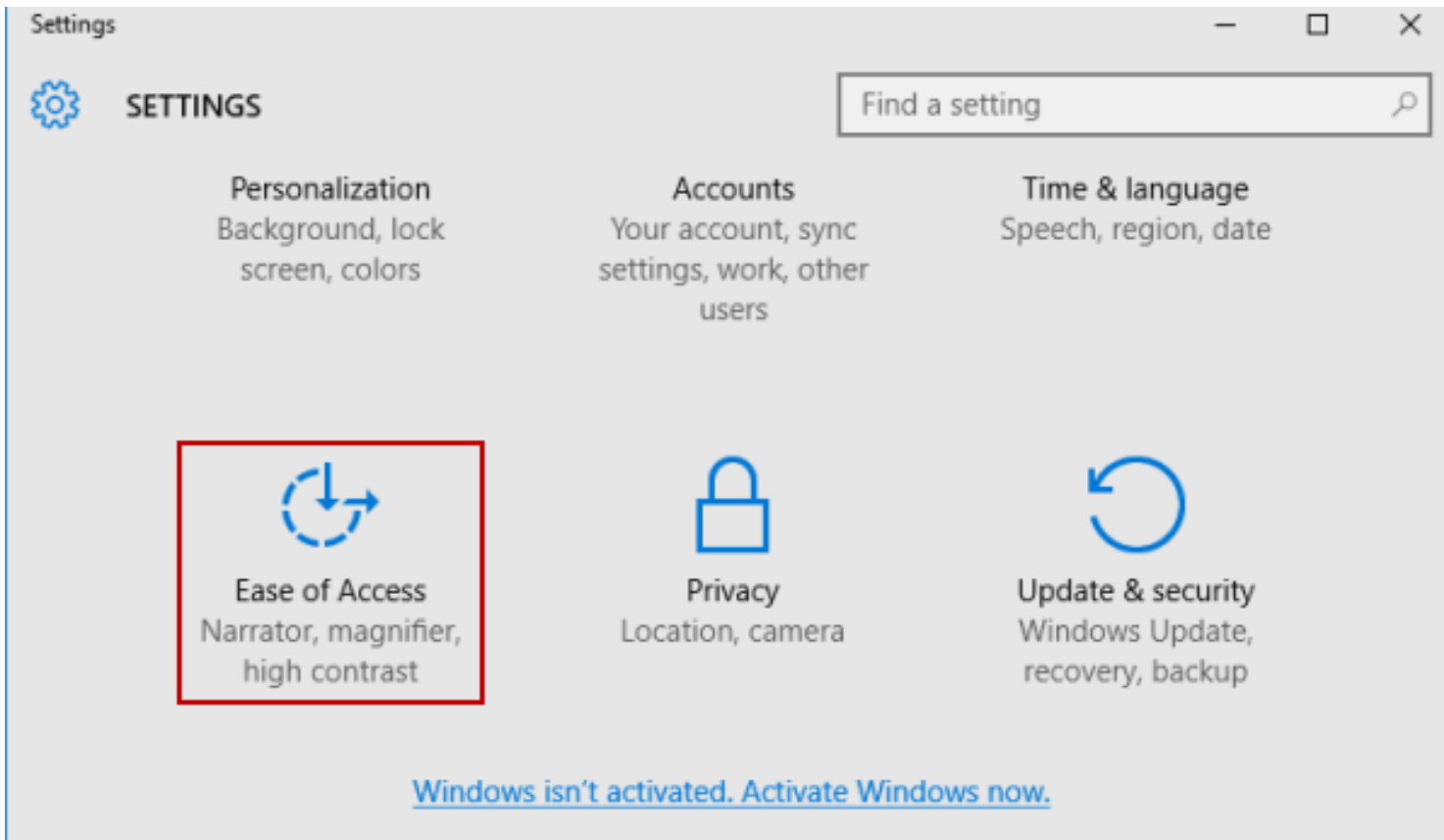


TIP: Consider Ergonomics

- Inhibits blood flow
- Creates muscle shortening
- Stresses back muscles and compresses spine
- Can inhibit learning
- Compresses diaphragm
 - Affects breathing
 - Voice quality



Windows Ease of Access Features



- Narrator allows the user to access the PC without a mouse.
 - Read and write emails
 - Edit documents
 - Browse internet
 - **Windows Logo Key + Ctrl + Enter**
- High Contrast mode that is customizable to the user's needs
 - **Alt + Left Shift Key + Print Screen**
- Tutorials are available for all accessibility features online.

Mac/iOS Features

1) VoiceOver describes exactly what's happening on your iPhone, iPad, Mac, Apple Watch, or Apple TV, so you can navigate your device just by listening.

Apple's built-in apps support VoiceOver, which will talk you through tasks you do with them.

2) Upsize the text in apps - When you activate Larger Dynamic Type on iPhone, iPad, or Apple Watch, the text inside apps like Mail, Messages, and Settings is converted to a larger, easier-to-read size.

3) Voice Control opens up an intuitive new way to navigate iOS, iPadOS, and macOS — using only your voice. Improved dictation and richer text editing features help you write more efficiently, while simple vocal commands let you quickly open and interact with apps.

4) Speak Screen can read text from newspapers, books, web pages, or email on your iPhone or iPad.



My Favorite Software & Apps for Productivity

File Sharing & Collaboration Platforms

DropBox



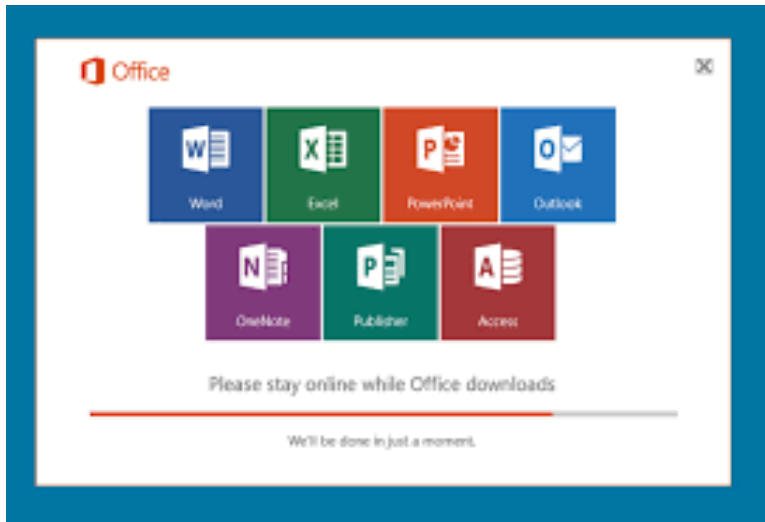
- A file sharing software that allows users to collectively upload and transfer files to the cloud.
- Easily send large files through a link that can be shared with anyone
- Transform documents, receipts, photos from a mobile device into PDFs
- Available on most devices and platforms, also different payment plans.

Google Drive

- Store, share, and collaborate on files and folders from any mobile device, tablet or computer.
- Integrates with G-Suite applications to allow for team collaboration in real time.
- View content while offline
- Available on most platforms



Microsoft Office 365



- Microsoft Office became a market leader by producing different applications and making it easy moving between them, making working more efficient and hassle-free.
- Word, Excel, Powerpoint, and Outlook forming the core programs, these cover everything from documents, spreadsheets, presentations, and emails - in effect covering most essential office needs.
- OneDrive offers online saving and backups to keep your files safe.
- MS Office still remains the office suite with the most comprehensive range of features.
- Prices starting from \$6.99 per month

Microsoft Teams

- Hub for teamwork that brings together chat, meeting & video conferencing, and content collaboration within MS applications
- Easily set up meetings and to-do lists for project management
- File sharing and editing on the go
- Auto-generated captioning





My Favorite Software & Apps for Productivity

Note Takers



OneNote

- Microsoft's note-taking platform
- Offers notebooks that can be divided into sections and pages
- Option to share notes and collaborate with team members
- Record audio notes, insert videos, take pictures, annotate
- Sync notes across all devices.

Google Keep

- Simplest note-taking app - both visually and how it operates.
- Digital post-it notes, with each note dotted around the interface as if they were laid on a table in front of you.
- Notes can be given labels, pinned to the top, given a color, paired with reminders and collaborated on in real time.
- Speech-to-text functionality so you can dictate notes on the go rather than have to write.
- Free





My Favorite Software & Apps for Productivity

Time Management

Brain Focus Productivity Timer

- A time-management application that is based on the Pomodoro Technique
- Pomodoro Technique is deciding on a task to be done, setting a timer (25 min), working on the task, taking a short break (3-5 min) and then working in 25 min increments
- Block distractions such as notifications on phone
- Android Only but there are multiple online options



Beeminder

- Track and monitor everything - to logging how often you write to managing a to-do list.
- You define your goal (whatever that may be) and log your progress. Gamification.
- Anything that can be plotted on a graph can be tracked – number of words written, number of hours worked, number of contracts signed.
- Connects with many other apps.
- Free



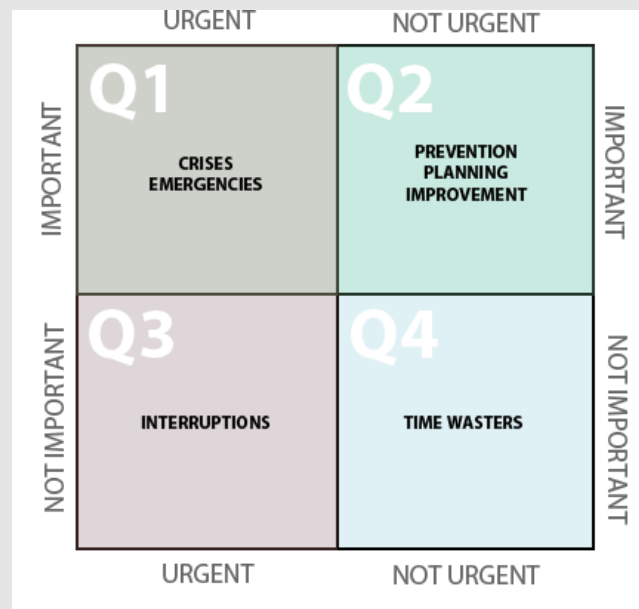
BEEMINDER



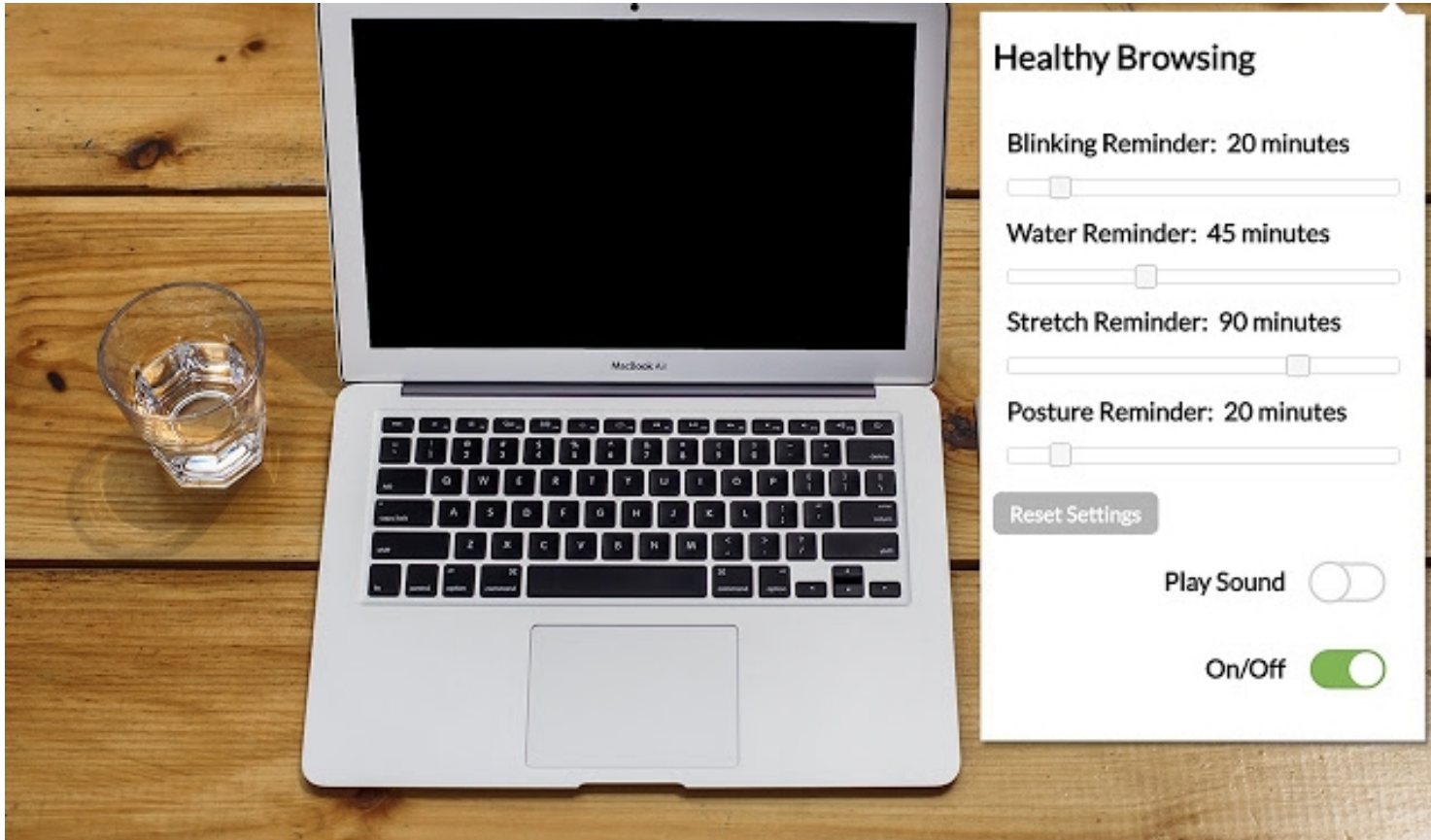
My Favorite Software & Apps for Organization

Reminders & To Do Lists

Priority Matrix



- Priority Matrix uses the 4-quadrants method to help focus on top priorities and projects
- Set due dates, track progress, add notes, collaborate with other team members, allocate responsibilities, share files easily
- Integrates with Microsoft Office
- Free and paid for options



Healthy Browsing

- A chrome extension that reminds users to drink water, blink, and stretch.
- Often when we are working from home or on the computer all day we forget to do these things
- Simple interface
- Reminders are fully customizable



My Favorite Tools for Relaxation & Mindfulness

Calm

- An app for meditation and sleep that has different guides for meditation and sleep stories
- Includes breathing programs, masterclasses, relaxing music, etc
- Guided meditation sessions are available in different lengths
- Can be used in the web browser or on an app





Smiling Mind

- An app for meditation developed by psychologists and educators that offers a wide variety of programs for all ages.
- Particularly if you feel anxious about the COVID-19 or feel stressed about disruptions in your everyday “normal” lives.
- Free

Questions?



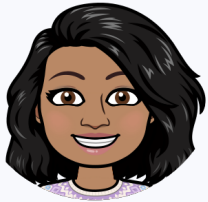
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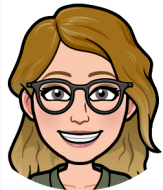
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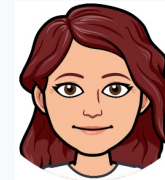
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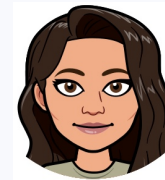
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