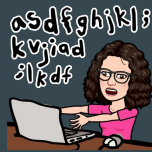




5 strategies for Taking Control of Digital Overwhelm

Joan Green
December 7, 2021
TheyMayNotKnow.com
Free webinar series



Greetings



- ❖ I'm a speech-language pathologist, assistive technology specialist, Senior tech advisor, and **online tech coach**
- ❖ My passion - help others leverage the benefits of technology
- ❖ Communication, cognition, literacy, learning, and enjoying life
- ❖ Help people of all ages and abilities everywhere!
- ❖ Based in Washington, DC area

Joan Green
Joan@innovativespeech.com



Accessibility Check

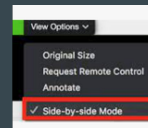


- ❖ You are muted
- ❖ We can't see you
- ❖ Close extra tabs and refresh if problems
- ❖ Log out and in again as needed
- ❖ Live captioning enabled
- ❖ Everyone will have access to on-demand recording



Adjust Your View

- ❖ Speaker view vs. Gallery view
- ❖ If using one screen- View Options > Choose side-by side
- ❖ Hover your cursor on the divider and move to right or left when you see the double arrow



Free Webinar Series
TheyMayNotKnow.com



Dedicated to the memory of my wonderful brother Robert (Bob) Lipman

Prior sessions are archived and available for \$25 one time fee at <https://learn.innovativespeech.com/bundles/webinar-recordings>

Participate

Let's help each other and connect!



Let's leverage the benefits of this new generation of assistive tech!

- Learn what's possible
- Match individual needs with features - person centered approach
- Give it a try and adapt as needed - ongoing process



Together we can become more tech-savvy and confident!

Take Control of Information Overload- Reduce stress

What stresses you out when using your tech?



8

Let's get control and simplify our use of tech to reduce stress and anxiety

5 Strategies to consider to escape information overload



Strategy #1

Reduce the amount and select what you want to see

- ❖ Email
- ❖ Phone calls
- ❖ Social media
- ❖ Newsfeeds

10

Strategy #2

Organize digital info in Cloud to easily locate as needed

- ❖ Articles and handouts
- ❖ Clipping and snipping from websites
- ❖ Tags, labels and keywords
- ❖ Passwords
- ❖ Subscriptions

11

Strategy #3

Take control of your attention and focus

- ❖ Customize your "do not disturb"
- ❖ Know your brain
- ❖ One task at a time with breaks

12

Strategy #4

Simplify your schedule and prioritize your calendar and task lists

- ❖ Set priorities
- ❖ Leave room in day for flexibility
- ❖ “Color” your day (on calendar)

13

Strategy #5

Apps for internal regulation

- ❖ Breathing
- ❖ Meditation
- ❖ Exercise
- ❖ Music

14

Strategy #1

Reduce the amount and select what you want to see

- ❖ Email
- ❖ Phone calls
- ❖ Social Media
- ❖ Newsfeeds

15

Email- What are your sources of stress and overwhelm?

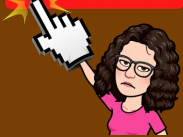


16

Managing Email- Potential solutions

- ❖ Unsubscribe from lists, newsletters, emails that don't provide value-
- ❖ unroll.me may help

unsubscribe



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Want to change how you receive these emails?
You can [update your preferences](#) or [unsubscribe from this list](#).

17

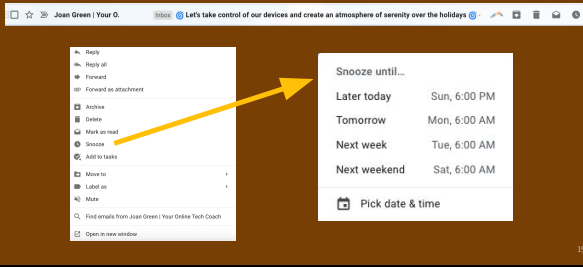
Get control of inbox



- When?
- How often?
- Set up efficient systems
- Avoid “keep as new”

18

Email management



19

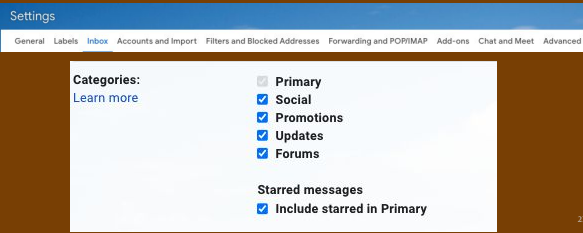
Email management- Need a system

1. Respond
2. Archive
3. Delete
4. Unsubscribe if of no value
5. Boomerang for Gmail or right click to "snooze"



20

Managing Email- filter, tag and change groupings- Gmail settings



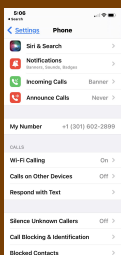
21

Phone calls- What are your sources of stress and overwhelm?



22

Phone calls- set your terms



Let voicemail answer- can read the transcription

Silence unknown callers- but may be an issue with telemed calls

Different ring tones for different people

23

Phone calls- automate the process



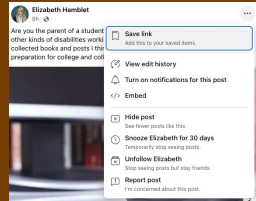
<https://calendly.com/>

24

Social Media

Facebook- turn on notifications, unfollow someone, hide post “snooze” for 30 day break- click on three dots at the top right of their post-

Twitter and Instagram have similar menus



<https://www.consumerreports.org/social-media/combat-hate-speech-and-misinformation-on-social-media/>

25

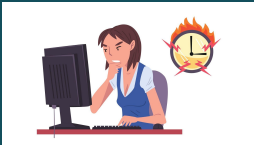
Strategy #2

Organize digital info in Cloud to easily locate as needed

- ❖ Manage reading material- articles, blogs and handouts
- ❖ Clipping and snipping from websites
- ❖ Tags, labels and keywords

26

Content- What are your sources of stress and overwhelm?



Save to read later but never get back to it?

Get sidetracked reading interesting content and don't get done what you need to do?

27

Save interesting content to view and read later



Other Bookmarks Reading List



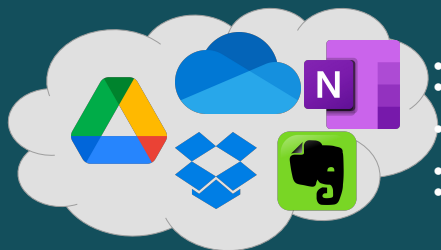
Save social media posts

Use “reading List” to the right of Chrome bookmarks

Pocket- Chrome extension

28

Organize Online



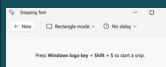
- Google Drive
- Microsoft One Drive
- Microsoft Onenote
- Dropbox
- Evernote

29

Screenshots, clipping & snipping

<https://innovativespeech.com/screenshot/>

- <https://www.onenote.com/clipper>
- <https://evernote.com/features/webclipper>
- Google Keep Chrome extension



30

Tags/ Labels/ Categories/ Keywords

- Create folders for the major categories
- Add multiple tags to a file for future searching
- organized interconnected ideas
- Try to use only one online storage system
- Email, photos, notes, save file as (on Mac, PC)



31

Using Tags in Google Drive

“Shift + Z” shortcut allows you to tag your files and folders to other places in your Google Drive. (Also add shortcut to drive)

A window will open asking where you want to tag the file to. Go to that other location and click “add.” It is now present in both places.

They aren't copies- but the same file so changes appear wherever you tag them to appear.

32

And more ways to curate and find info.



33

Wakelet

- ❖ <https://wakelet.com/>
- ❖ Free
- ❖ Collaborate and Share
- ❖ Built in immersive reader
- ❖ Chrome, Edge, Firefox

How Wakelet works

Create a title and a description. Then, start adding items to your collection.

Add text, links, images, PDF files, tweets, and more. With the link option, you can add just about anything from the web to a Wakelet collection.

Let contributors add to your collections by giving them a link or inviting them via email.

When you're done, you can share your Wakelet collections with a link, QR code, through Google Classroom or by embedding it in a website.

34

Passwords and Paid Subscriptions

Beyond the scope of this presentation
These resources should help...

<https://www.wikihow.com/Manage-Your-Passwords>

<https://www.pcmag.com/how-to/track-and-manage-your-paid-subscriptions>



LastPass...

35

Strategy #3

Take control of your attention and focus

- ❖ Customize your “do not disturb”
- ❖ One task at a time with breaks

36

Notifications- What are your sources of stress and overwhelm?

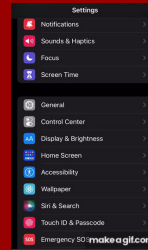


Overwhelmed by the number of notifications you get?

Have difficulty focusing or getting sidetracked by notifications?

37

Customize your “Do Not Disturb”

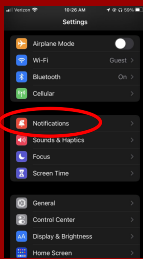


iPhone - use “Focus” setting to dictate when you receive notifications from certain apps

Android - Digital Wellbeing tools including Focus Mode
<https://blog.google/products/android/android-focus-mode/>

38

Customize your “Do Not Disturb”

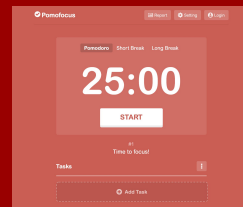


Edit the kinds of notifications you get for each app on your phone

- Lock screen
- Notification center
- Banners

39

Set timers for breaks



Pomodoro Chrome extension (<https://pomofocus.io/>)

Set timers on your phone or add them to your calendar

40

Strategy #4

Simplify your schedule and prioritize your calendar and task lists

- ❖ Set priorities
- ❖ Leave room in day for flexibility
- ❖ “Color” your day (on calendar)

41

Appts and Tasks - What are your sources of stress and overwhelm?




Have too many tasks and not sure where to start?

Overwhelmed by your digital calendar?

42

Organize tasks and establish routines, reminders



Ideas to help stay organized

- Try tags and labels to organize items in different ways
- Use Jarvis 3 strategies to reduce info overwhelm
- List items

Label note

- Enter label name
- Clients
- Inspiration
- IT
- Marketing
- Personal
- Research
- Work
- write about

Set priorities by using lists

- Google Keep
- Trello
- Google Calendar Tasks
- Microsoft One Note

43

Take control of your calendar

- Start with set non-negotiables
- Add fun events
- Medical appts
- Family appts
- Leave extra room for flexibility
- Find time to plan ahead and look back

Apple Calendar

Google Calendar

- <https://innovativespeech.com/your-google-toolkit/>

44

Strategy #5

Apps for internal regulation

- Breathing
- Meditation
- Exercise
- Music

45

Apps- free trial then subscription/month

- <https://www.calm.com>- \$14.99
- <https://www.headspace.com>- \$12.99 60% off now
- <https://breathe.com>- \$12.99









46

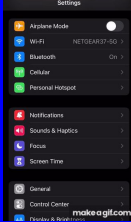
Exercise and Music

- Pear personal fitness coach- eyes and hands free audio coaching
- Peloton app - don't need the bike
- <https://www.oprahdaily.com/life/health/g3513946/7/best-youtube-workout-videos/>
- Music- Echo Devices "Alexa, play"

47

Night Shift - Reduce your blue light exposure



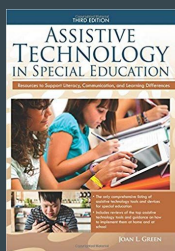
iPhone - use "Night Shift" to shift the color of your display

Android - Turn on Night Light or Blue Filter in settings

48

Book Resource

[Assistive Technology in Special Education - 3rd Edition by Joan L. Green](#)

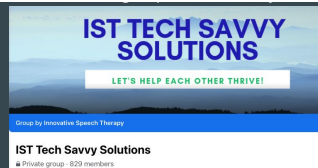


49

IST Tech Savy Solutions

Facebook Group

Everyone is welcome to answer a couple quick questions and join us!
<https://www.facebook.com/groups/ISTTechSavySolutions/>



Your Google Toolkit



Updated self-paced online course

Explore the latest features of some primary **Google Tools** to **EMPOWER** individuals to **OVERCOME BARRIERS** to **reading, writing, memory, cognition, communication,**

Highlighted Tools...



<https://innovativespeech.com/your-google-toolkit/>



Join Joan Green as she shines the light on a particular app, tech tool or feature so you can better help children and adults who think, communicate and learn differently.

Want to request a topic? Let me know!
<https://innovativespeech.com/spotlight-sessions//>
joan@innovativespeech.com

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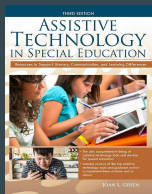
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Assistive Tech Book, 3rd Ed.



- Resources to support literacy, communication and learning differences
- Available on Amazon and many other online bookstores

Free 15-minute Calls

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