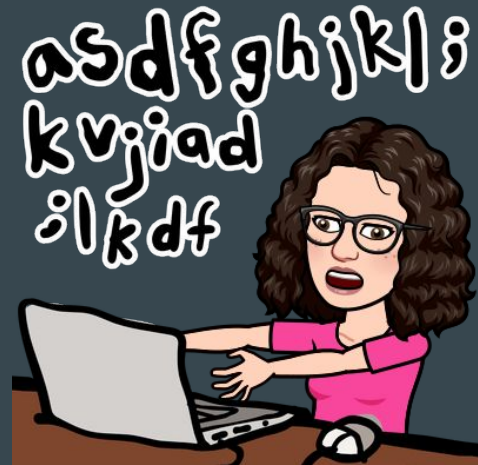


# 5 strategies for Taking Control of Digital Overwhelm

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

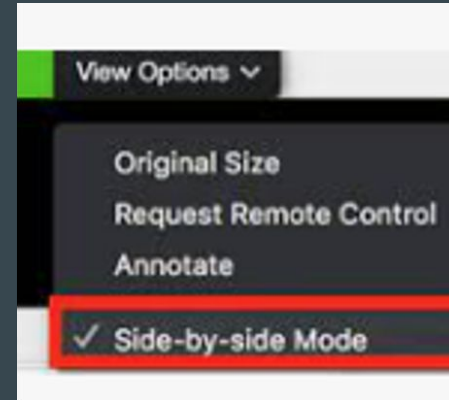


- ❖ You are muted
- ❖ We can't see you
- ❖ Close extra tabs and refresh if problems
- ❖ Log out and in again as needed
- ❖ Live captioning enabled
- ❖ Everyone will have access to on-demand recording



# 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

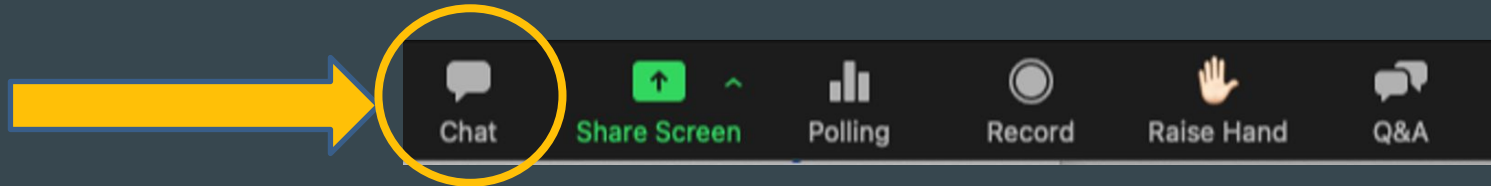
*Dedicated to the memory of my  
wonderful brother Robert (Bob)  
Lipman*

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



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



# 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
-

# Strategy #3

Take control of your  
attention and focus

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

# 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)
-

# Strategy #5

Apps for internal  
regulation

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

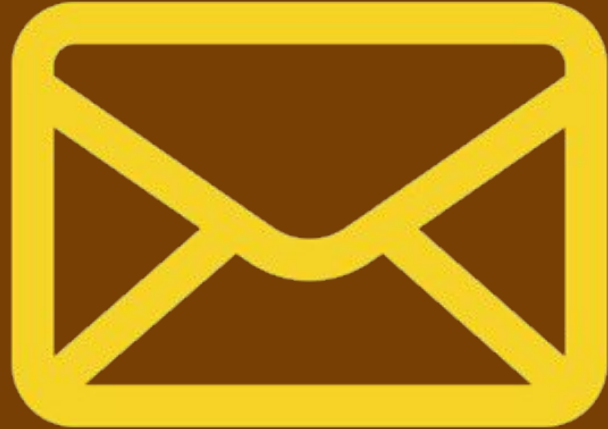


# Strategy #1

Reduce the amount and  
select what you want to  
see

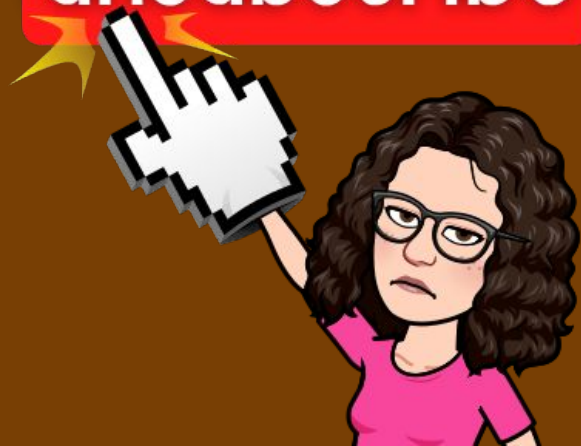
- ❖ Email
  - ❖ Phone calls
  - ❖ Social Media
  - ❖ Newsfeeds
-

Email- What are your sources of stress and overwhelm?



# Managing Email- Potential solutions

unsubscribe



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

*Copyright © 2021 Innovative Speech Therapy, All rights reserved.*

Want to change how you receive these emails?

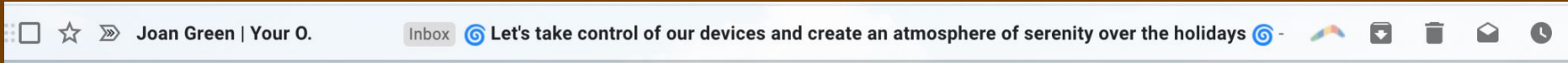
You can [update your preferences](#) or [unsubscribe from this list](#).

# Get control of inbox



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

# Email management



- Reply
- Reply all
- Forward
- Forward as attachment

---

- Archive
- Delete
- Mark as read
- Snooze
- Add to tasks

---

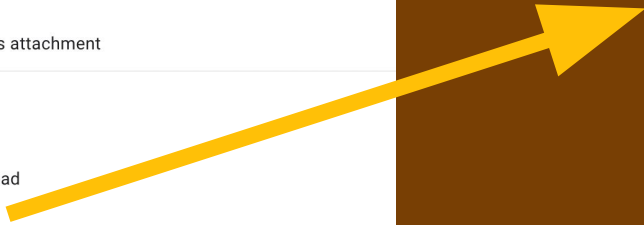
- Move to
- Label as
- Mute

---

- Find emails from Joan Green | Your Online Tech Coach

---


- Open in new window



Snooze until...

Later today	Sun, 6:00 PM
Tomorrow	Mon, 6:00 AM
Next week	Tue, 6:00 AM
Next weekend	Sat, 6:00 AM

---

 Pick date & time

# 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”



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

## Settings

General Labels **Inbox** Accounts and Import Filters and Blocked Addresses Forwarding and POP/IMAP Add-ons Chat and Meet Advanced

### Categories:

[Learn more](#)

- Primary
- Social
- Promotions
- Updates
- Forums

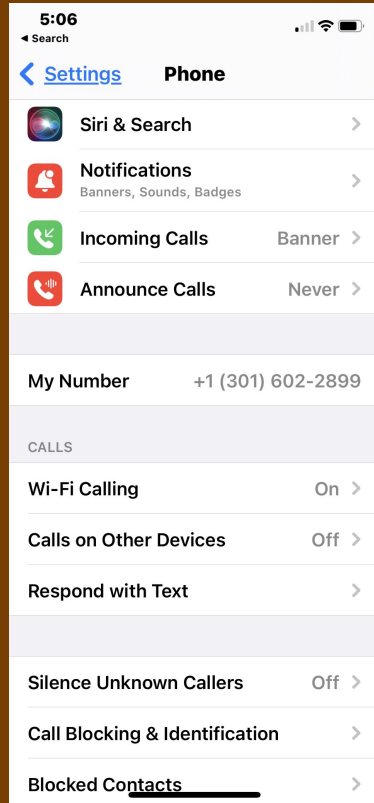
### Starred messages

- Include starred in Primary

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



# Phone calls- set your terms

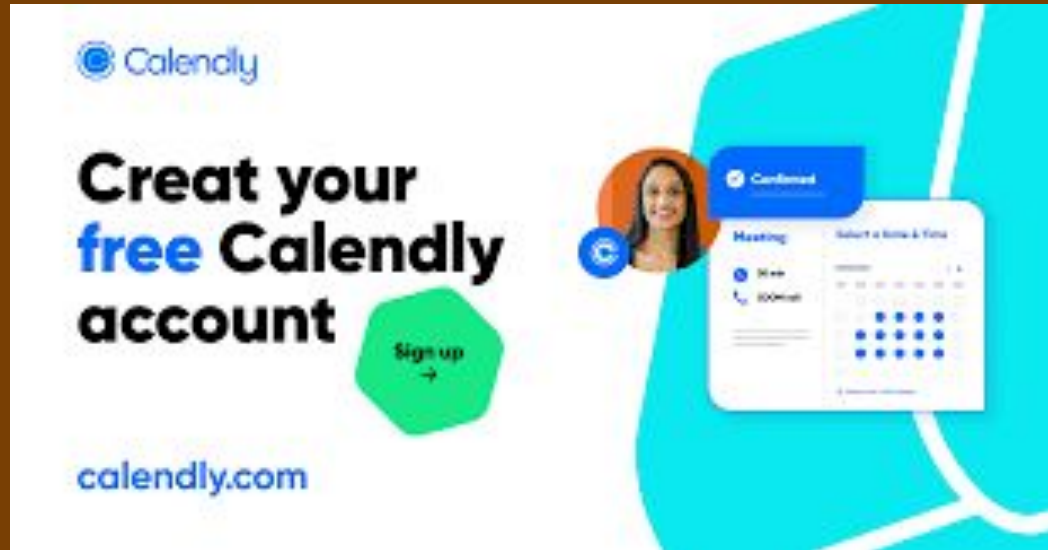


Let voicemail answer- can read the transcription

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

Different ring tones for different people

# Phone calls- automate the process



The image is a promotional graphic for Calendly. On the left, the Calendly logo is at the top. Below it, the text reads "Create your free Calendly account" in a bold, sans-serif font. A green hexagonal button with the text "Sign up" and a right-pointing arrow is positioned to the right of the text. At the bottom left, the website "calendly.com" is written in a smaller font. On the right side, there is a stylized illustration of a person's head and shoulders in profile, facing right. The person's face is a circular inset showing a woman with dark hair. Overlaid on the person's head is a blue "Confirmed" status box. Below that is a "Meeting" interface showing options for "Zoom" and "Zoom Meeting". To the right of the meeting options is a calendar grid for selecting a date and time. The background of the right side is a light blue abstract shape.

Calendly

Create your  
**free** Calendly  
account

Sign up  
→

calendly.com

Confirmed

Meeting

Zoom

Zoom Meeting

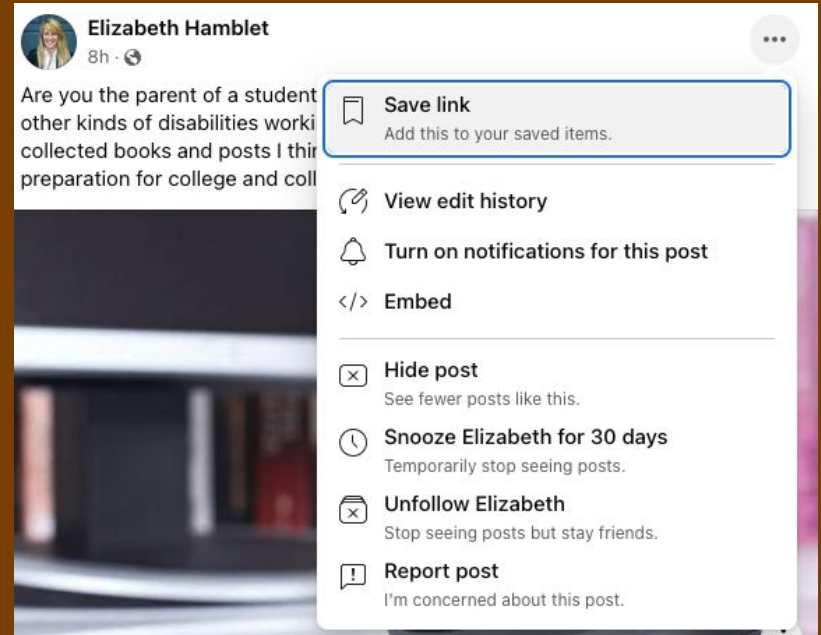
Select a date & time

<https://calendly.com/>

# 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



# 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
-

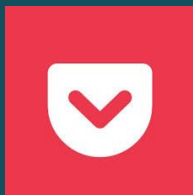
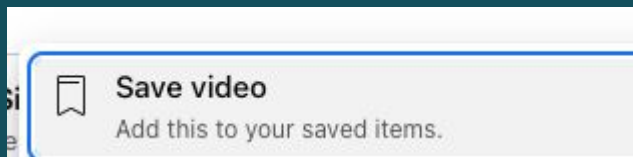
# Content- What are your sources of stress and overwhelm?



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?

# Save interesting content to view and read later

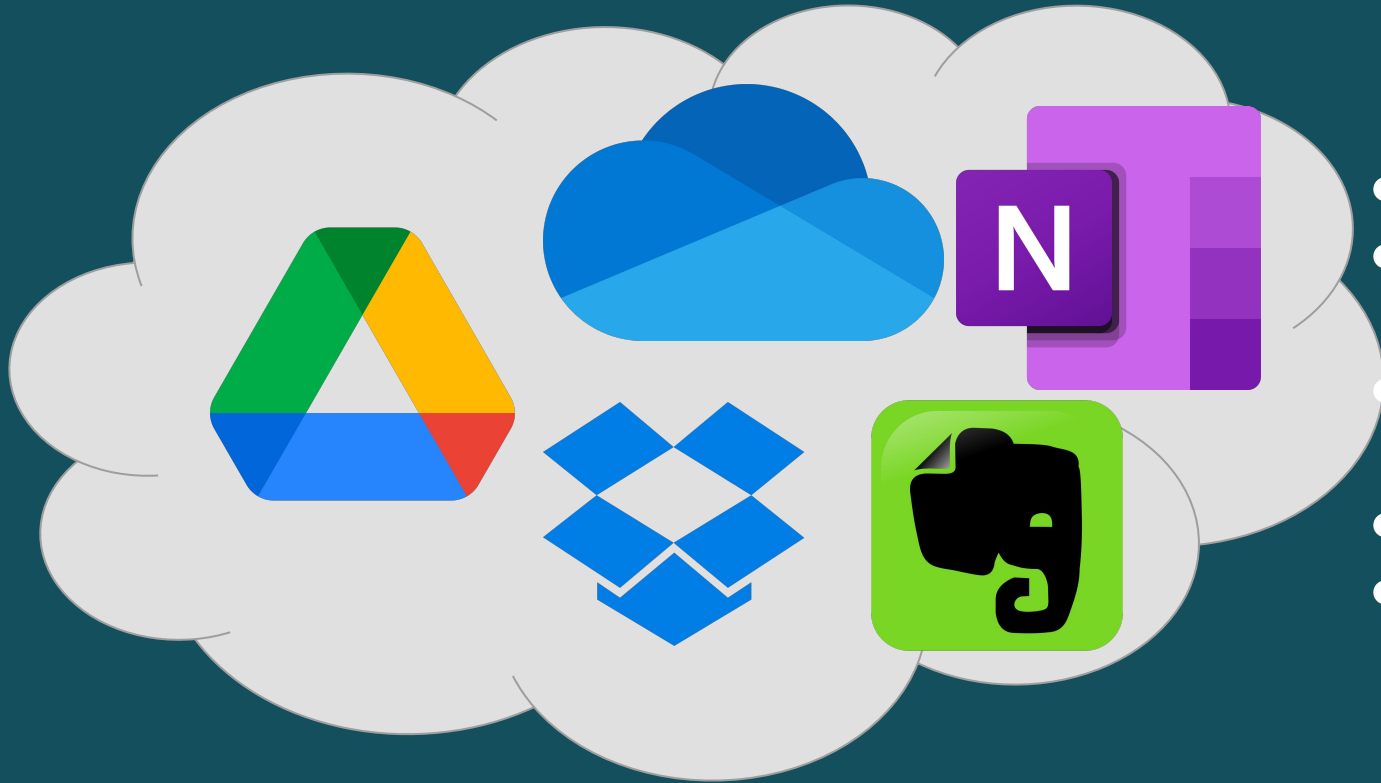


Save social media posts

Use “reading List” to the right of Chrome bookmarks

Pocket- Chrome extension

# Organize Online

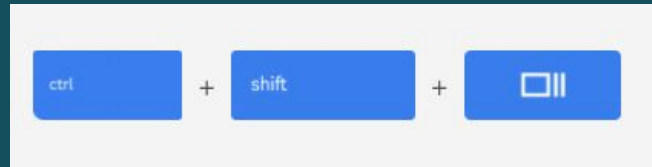
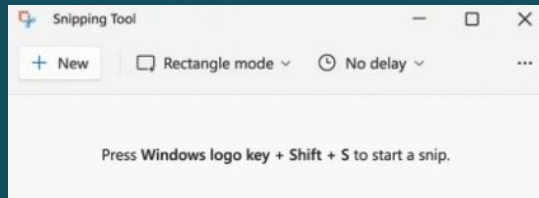


- Google Drive
- Microsoft One Drive
- Microsoft Onenote
- Dropbox
- Evernote

# Screenshots, clipping & snipping

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

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



# 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)



# 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.

And more ways to curate and find info.



pocket



# 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.

### Your Wakelet's title

A description goes next to show the purpose of the collection.



Add a text block (or lots of text blocks) so each student can contribute text.



Add image blocks with photos students find -- or take themselves.



Add links to make collections of web pages or to point to resources.



Add PDFs to your Wakelets that viewers can view and download.



Add social media posts in your collections. Great for schools/districts!



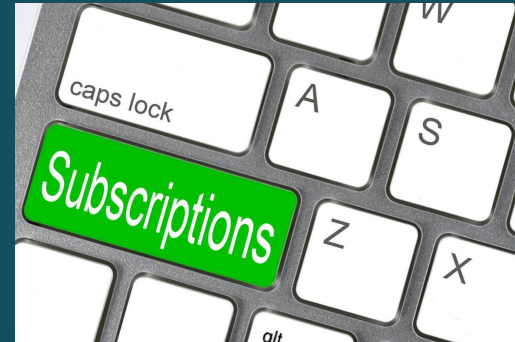
# Passwords and Paid Subscriptions

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... |

# Strategy #3

Take control of your  
attention and focus

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

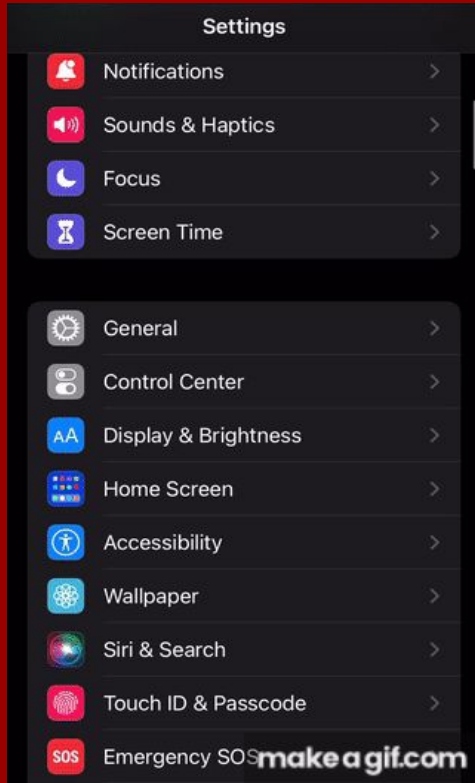
# Notifications- What are your sources of stress and overwhelm?



Overwhelmed by the number of notifications you get?

Have difficulty focusing or getting sidetracked by notifications?

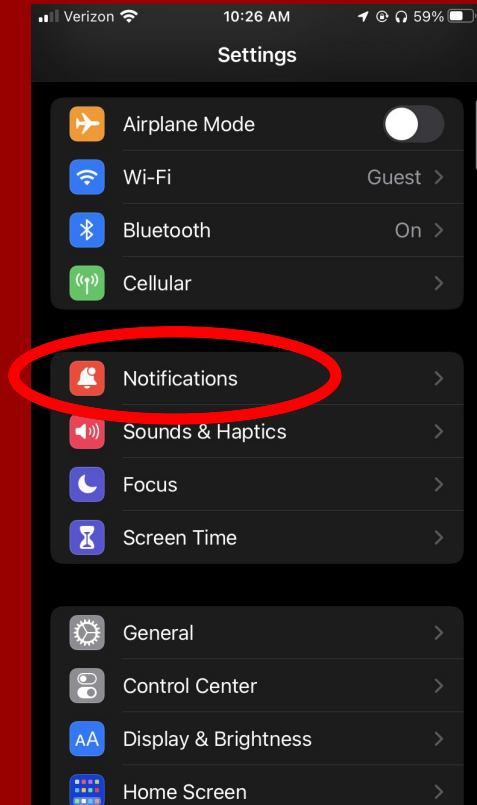
# Customize your “Do Not Disturb”



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/>

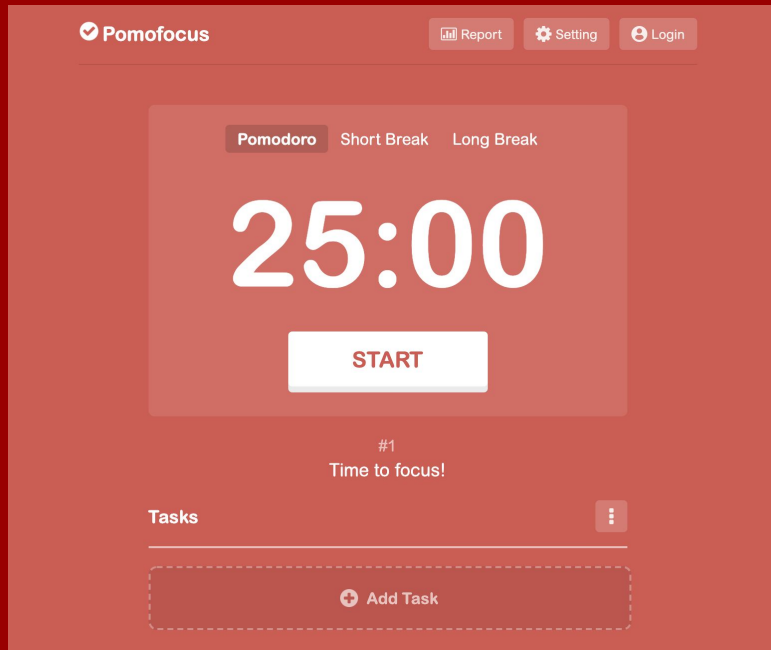
# Customize your “Do Not Disturb”



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

- Lock screen
- Notification center
- Banners

# Set timers for breaks



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

Set timers on your phone or  
add them to your calendar

# 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)
-

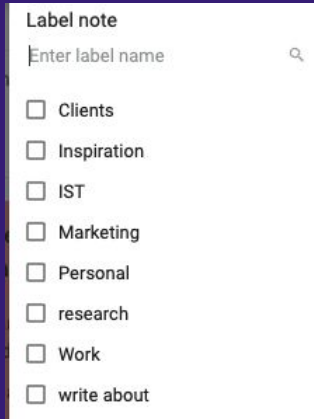
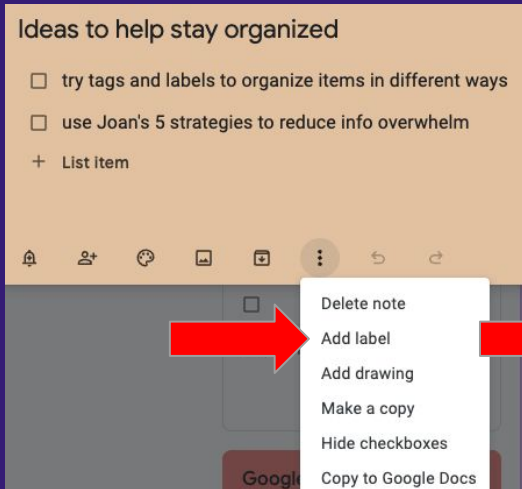
# Appts and Tasks - What are your sources of stress and overwhelm?



Have too many tasks and not sure where to start?

Overwhelmed by your digital calendar?

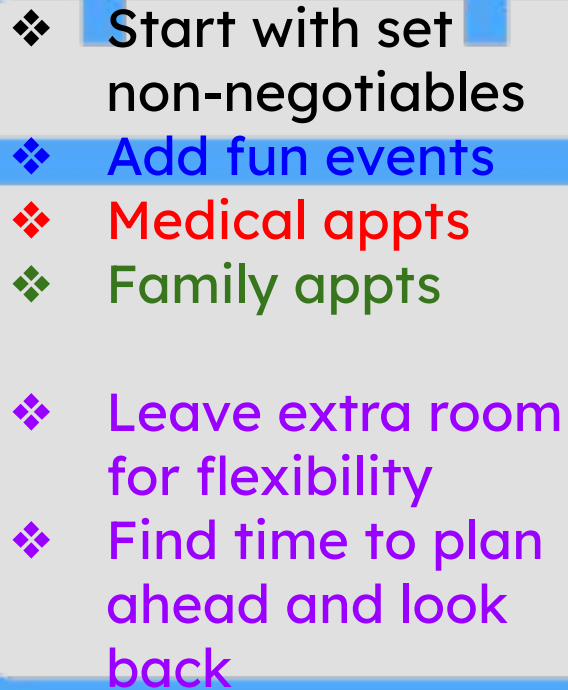
# Organize tasks and establish routines, reminders



Set priorities by using lists

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

# 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/>

# Strategy #5

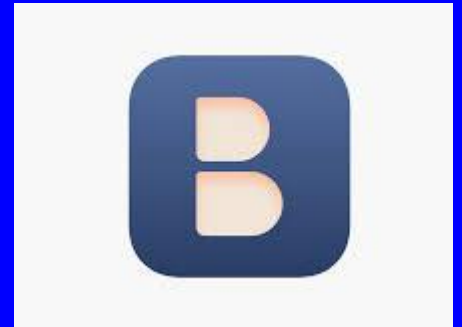
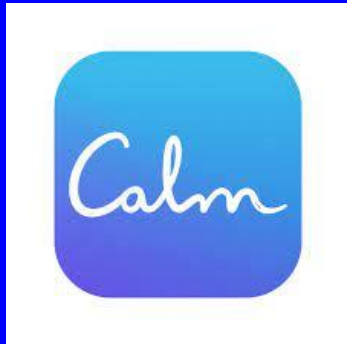
Apps for internal  
regulation

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



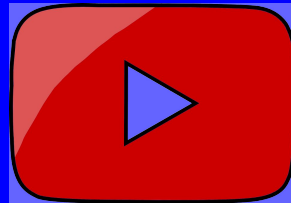
# Apps- free trial then subscription/month

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

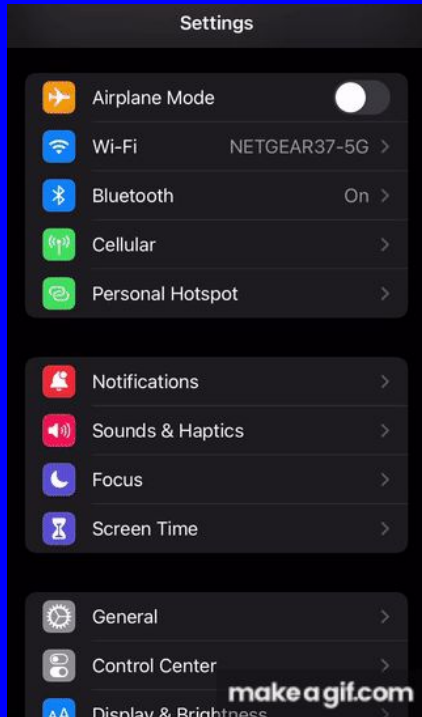


# Exercise and Music

- 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 ...”



# Night Shift - Reduce your blue light exposure

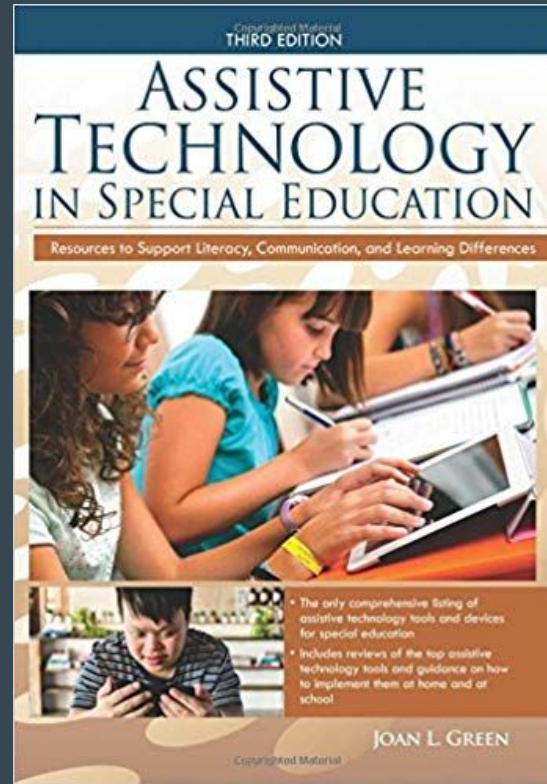


iPhone - use “Night Shift” to shift the color of your display

Android - Turn on Night Light or Blue Filter in settings

# Book Resource

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



# IST Tech Savvy Solutions

## Facebook Group

Everyone is welcome to answer a couple quick questions and join us!

<https://www.facebook.com/groups/ISTTechSavvySolutions/>





# 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, and productivity!*

Highlighted  
Tools...



GMail



Chrome



Docs



Calendar



Drive



Keep



Meet

<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

# SPOTLIGHT SESSIONS

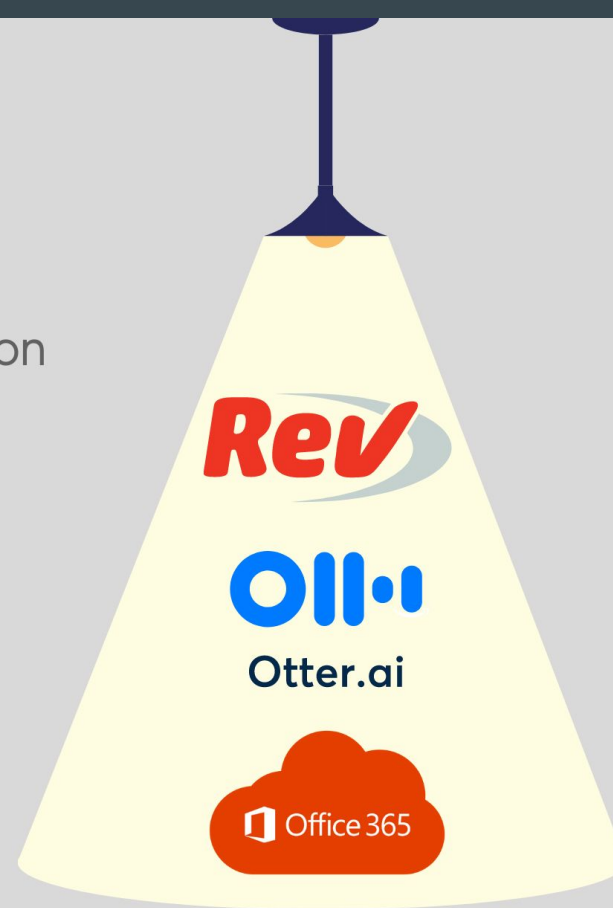
Learn About Live Transcription

Join me for our next Spotlight  
Session featuring various live  
transcription programs!

January 5th, 2022

1:00 - 2:00PM ET

\$19.95 (coupons available)



<https://innovativespeech.com/spotlight-sessions/>

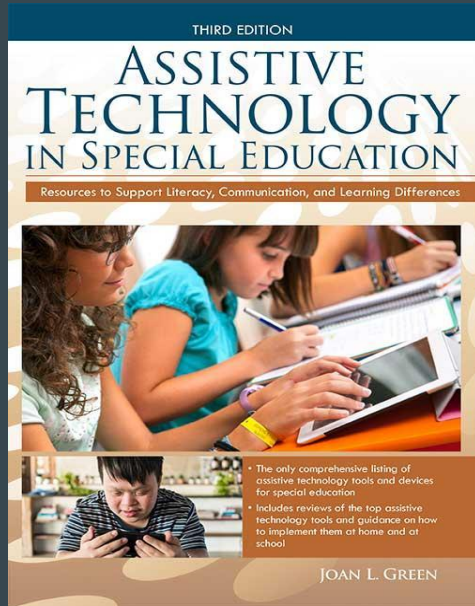
# Watch Prior Webinars- TheyMayNotKnow.com

- ❖ Technology for Seniors
- ❖ Chrome Extensions
- ❖ Digital Pens
- ❖ Digital Books
- ❖ Captions and Subtitles
- ❖ Iphone Tips & Tricks
- ❖ Free Features, Apps and Websites
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All Access Pass for 1  
Month- \$25.00

<https://learn.innovativespeech.com/bundles/webinar-recordings>

# 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

- TheyMayNotKnow.com
- [www.innovativespeech.com](http://www.innovativespeech.com)
- joan@innovativespeechtherapy.com

