

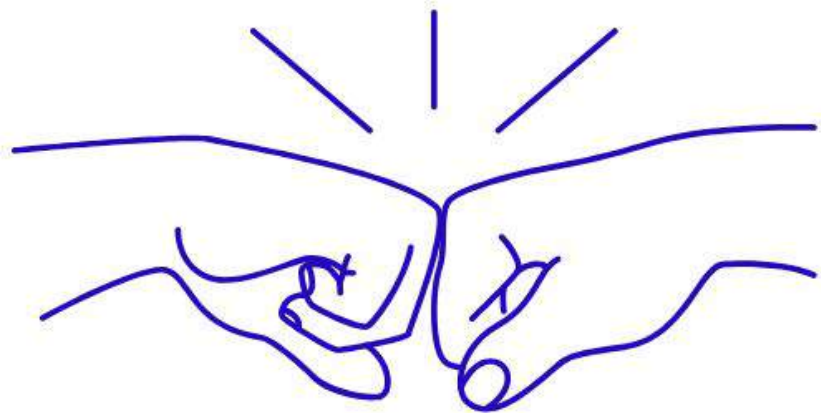


# Developmental Disabilities Administration

## Let's Talk Tech: Organization & Productivity

Session 3- May 28, 2025





---

## Maximize Independence with Smartphones

Images in this presentation were created by Joan Green (the presenter) in Canva and with the assistance of AI- Gemini and ChatGPT



# Welcome! This is for you!

---

- Providers
- Caregivers
- Individuals receiving services
- Families
- Lifelong learners
- Tech novices
- Tech experts



Please introduce yourself in the chat!

Let's learn from each other and share ideas during this time together.

# Session 1- Communication Essentials

---

- Getting Started
- Initial Access and Setup
- Audio and Video Calls
- Texting
- Contacts

# Session 2- Increasing Independence and Safety

---

- Staying Safe
- Getting Around
- Health and Wellness
- Camera and Photos

# Did you try anything new?

Successes?

Frustrations?

Please share in chat. Let's learn from each other.

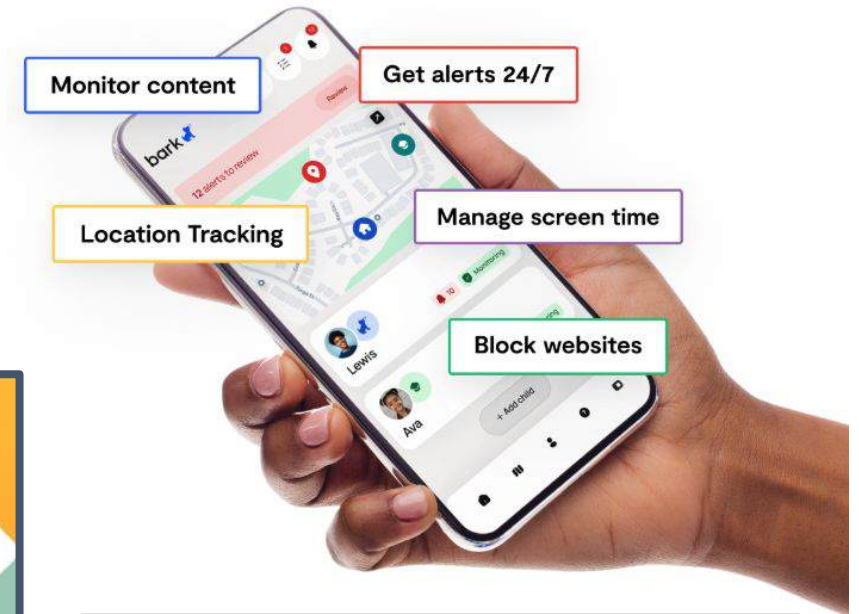


# Smartphone Alternatives

If safety is an issue that can no be overcome....

Consider some of these phone options:

- [Assistive Access on iPhone](#)
- [Bark Phone](#)
- [Gabb Phone and watch](#)
- [Troomi](#)



# Aura Parent Controls


☀ Summer Sale - [Save 68% + Free Trial](#)


̄AURA ☎ 866-692-1079 [Start Your Free Trial](#)

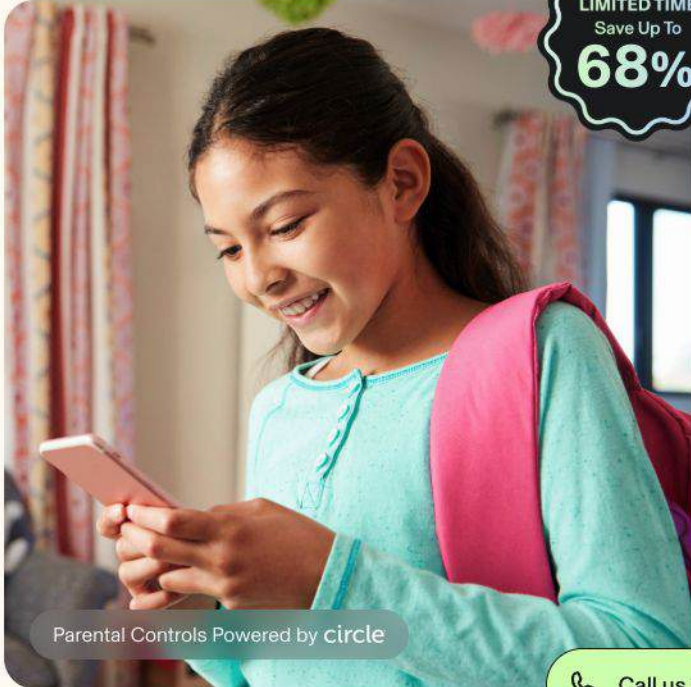
## Protect Your Kids Online With Parental Controls

- ✓ Filter, block, and monitor websites and apps
- ✓ Set custom screen time limits
- ✓ Get personalized insights based on your kids' online activity trends

[Start Your Free Trial →](#)

★ Trustpilot  4.3 as of May 2025

techradar: 



LIMITED TIME  
Save Up To  
**68%**

Parental Controls Powered by circle

[☎ Call us now: 866-692-1079](#)

# Session 3: Organization & Productivity

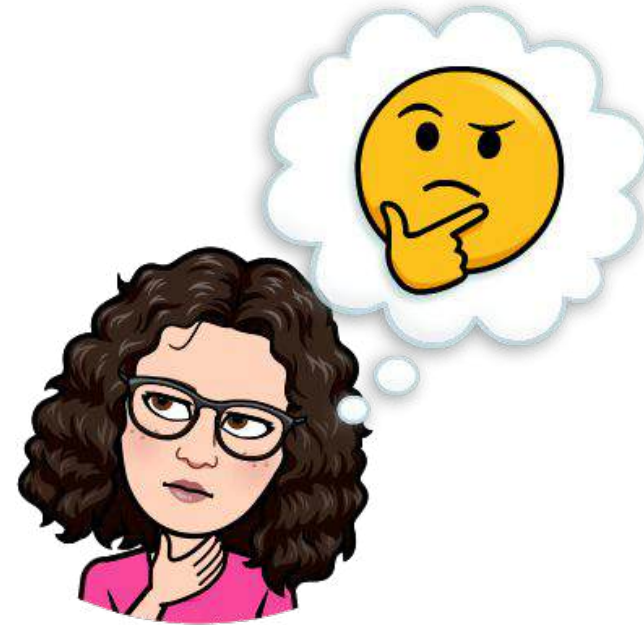
---

- Tasks
- Email
- Calendar
- Reminders
- Documents and File Management

# New Tech Mindset

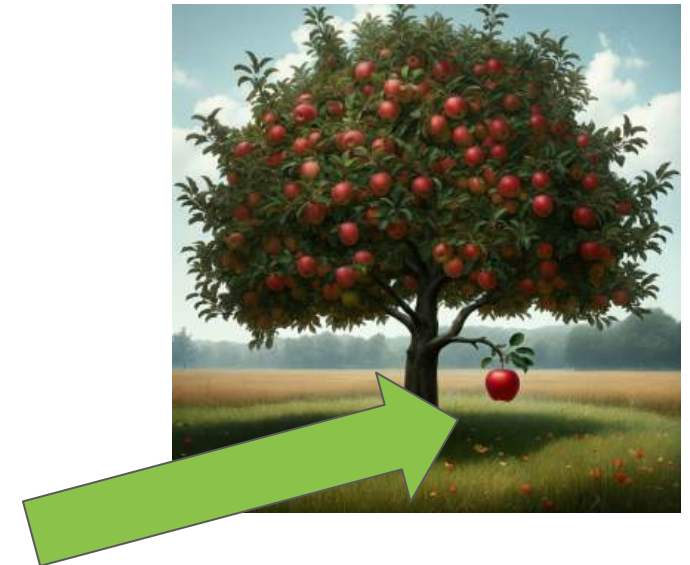
“How can readily available and free or low cost technologies help others:

- experience success with everyday tasks
- stay socially connected, and enjoy life?”



Let’s look for the “lowest hanging fruit” first!

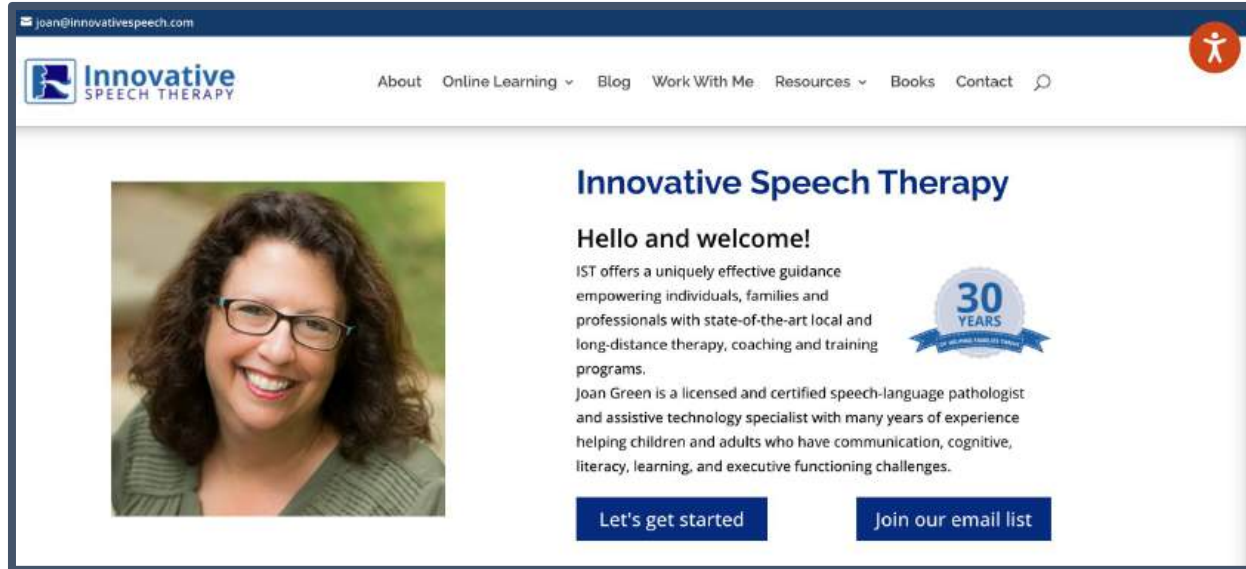
- greatest impact ,least resistance, readily available with limited expense



# Think of me as Your Tech Advisor and Coach

It's nice to meet you!

- Love learning about emerging technologies!
- Live in Montgomery County, MD
- Speech-language pathologist
- Assistive Technology Specialist
- Mother of 4 young adults
- Immersed in eldercare
- It makes my day to help others improve life with tech!



[www.innovativespeech.com](http://www.innovativespeech.com)

# Reach Out For Ongoing Tech Help and Support

- [Let's Chat! Free phone consults for caregivers and families](#)
- [Tech Life Inner Circle Membership](#)
- [Free IST Tech Savvy Solutions Facebook Group](#)- 1.2 K members



# Tasks

---

# Scenario- Difficulty getting started and completing projects

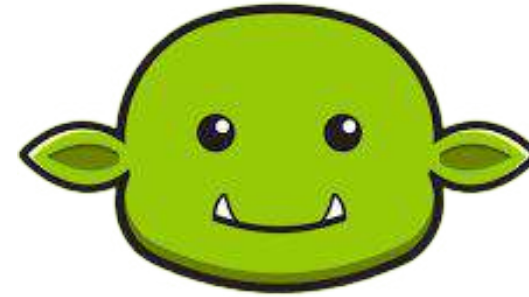
Olivia takes a weekly art class. She was thrilled when her instructor asked her to create a small art project to share at the community art show.

But once Olivia sat down to start, she felt overwhelmed.

She couldn't figure out what supplies she needed, how to break the project into steps, or how long it might take. She kept saying, "I'll start tomorrow," but each day, the task felt bigger and harder. A week before the show, she hadn't even begun and felt like giving up.



# Goblin.Tools

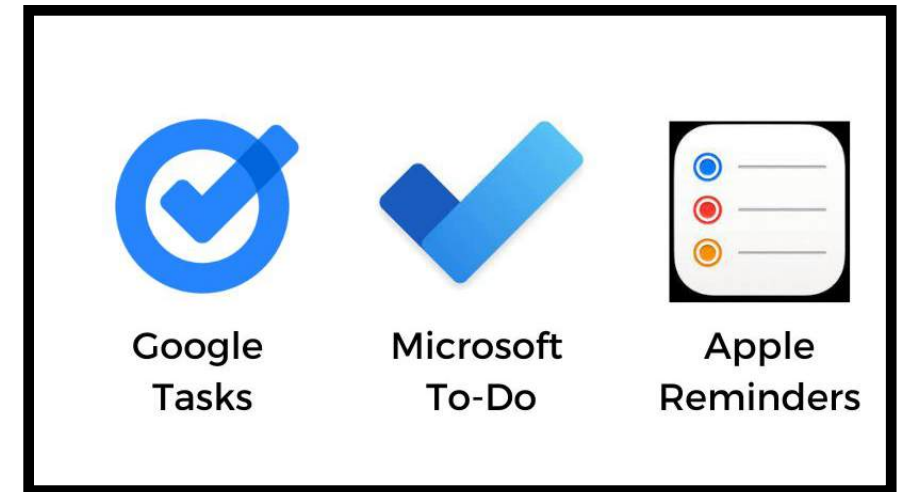


- **Magic ToDo** - Helps break down tasks automatically into manageable steps
- **Adjust "spiciness" level** for desired task detail.
- Web based - free
- Android & iOS app (\$1.99)
- [Privacy Policy](#)



# Mainstream Task Apps

- Keep track you of things you need to do
- Break down projects into manageable chunks and figure out due dates.
- Mark as complete when finished
- Reminders can make a sound, show a message or pop up on the screen.
- Tasks can be set to repeat every day, week, month or year.



# Apple Reminders (iPhone)

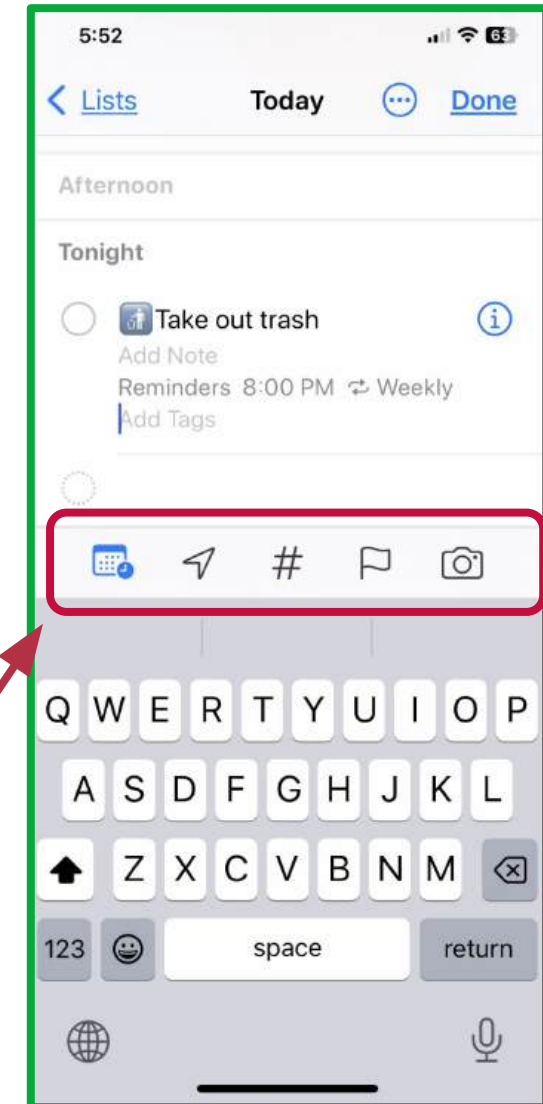


## Use Siri

- Say: “Hey Siri, remind me to take my medicine at 8 PM.” (or hold side button for Siri)

## Manually add a Reminder

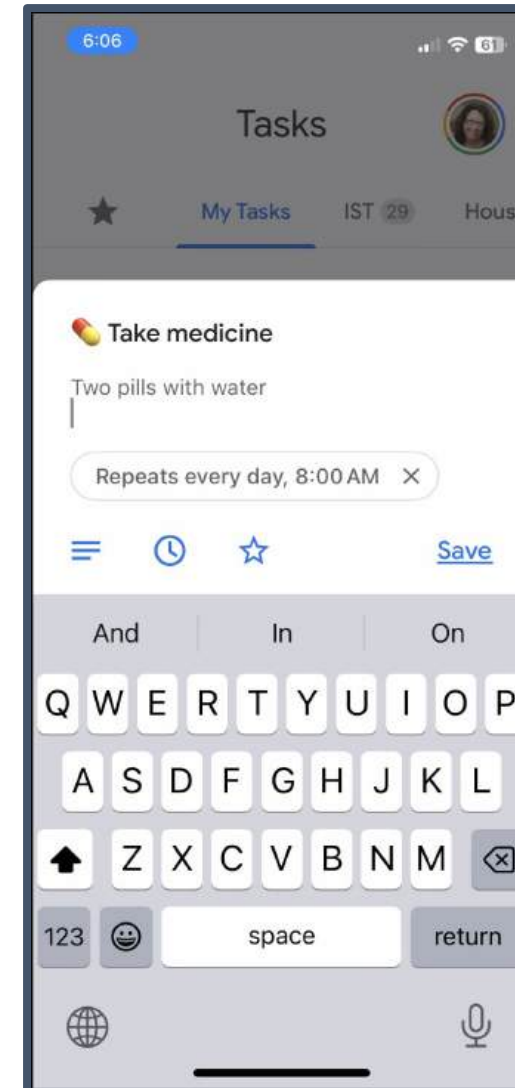
- Open the Reminders app (look for the icon with colored dots).
- Tap the “New Reminder” button (a + sign or “New Reminder” at the bottom).
- Type or speak what you want to remember, like “Take out the trash.” Use emojis.
- Tap the “i” button next to the reminder for more options:
  - Turn on “Remind me on a day” and set the day and time.
  - Turn on “Remind me at a location” if you want a reminder when you get somewhere.
  - Tap Add or Done
- Select the symbols at the bottom to add details or settings to help manage the task.



# Google Tasks (For Android & iPhone)



- Syncs with Gmail and Google Calendar, so reminders can show up there.
- Open the Google Tasks app (blue circle with a checkmark).
- Tap the plus (+) button at the bottom right to add a new task.
- Type in the task (e.g., “Take out trash”).
- Tap the calendar icon to set a due date and optional time.
- If needed, tap “Add subtasks” to break the task into smaller steps.
- Tap Save.



# Google Keep

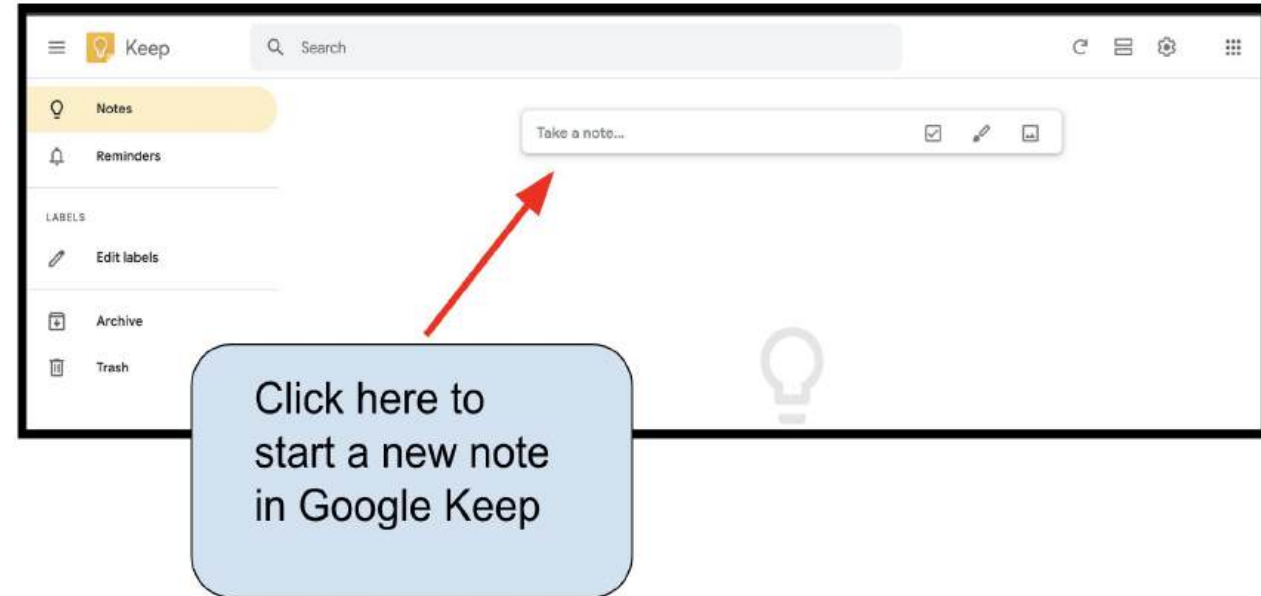
- **Brain Dump Tool** – Quickly jot down tasks, ideas, and reminders in one place- creating notes for projects, courses and errands.
- **Sync Across Devices** – Access notes, lists, and tasks anytime on phone, tablet, or computer.
- **Auto-Save Feature** – Never lose important notes; they save automatically.
- **Easy Collaboration** – Share notes for group work or planning.
- **Powerful Organization** – Use labels, colors, and archives to stay structured.



# “Take a note”

Create “notes” for

- groceries
- movies to watch
- favorite restaurants
- errands



# Features of Google Keep

The image shows a screenshot of a Google Keep note titled "Things I need to do today:". The note contains three items: "Practice using Google Keep!", "Bookmark sites I use frequently in Google Chrome", and "Email Joan Green to set up my personal coaching session!". Below the items is a "+ List item" button. At the bottom of the note is a toolbar with several icons: a location pin, a person icon, a color wheel, an image icon, a document icon, a vertical ellipsis, a left arrow, a right arrow, and a "Close" button. Red arrows point from text labels to these icons. The labels are: "Set a location or time-based reminder" (pointing to the location pin), "Share/ add collaborators" (pointing to the person icon), "Select a color" (pointing to the color wheel), "Add an image" (pointing to the image icon), "Archive the note" (pointing to the document icon), "Move items up or down" (pointing to the vertical ellipsis), "Undo or redo" (pointing to the left and right arrows), and "Pin the note" (pointing to the location pin icon at the top right of the note).

Things I need to do today:

- Practice using Google Keep!
- Bookmark sites I use frequently in Google Chrome
- Email Joan Green to set up my personal coaching session!

+ List item

Close

Set a location or time-based reminder

Share/ add collaborators

Select a color

Add an image

Archive the note

Move items up or down

Undo or redo

Pin the note

Click here to:

- Delete note
- Add a label
- Add a drawing
- Make a copy
- Create or hide checkboxes
- Copy to Google Docs

# Demo and Discussion



# Email

---

# Scenario- Missing important information

Jason works part-time at a community center and attends a weekly social skills group. He has an email account that was set up years ago, but he rarely checks it—he finds the inbox overwhelming and confusing.

Last week, the social group changed their meeting location and emailed all participants. Since Jason didn't check his email, he showed up at the wrong place and felt embarrassed and frustrated. He also missed an email from his supervisor asking him to come in an hour later, which led to waiting unnecessarily and feeling anxious.

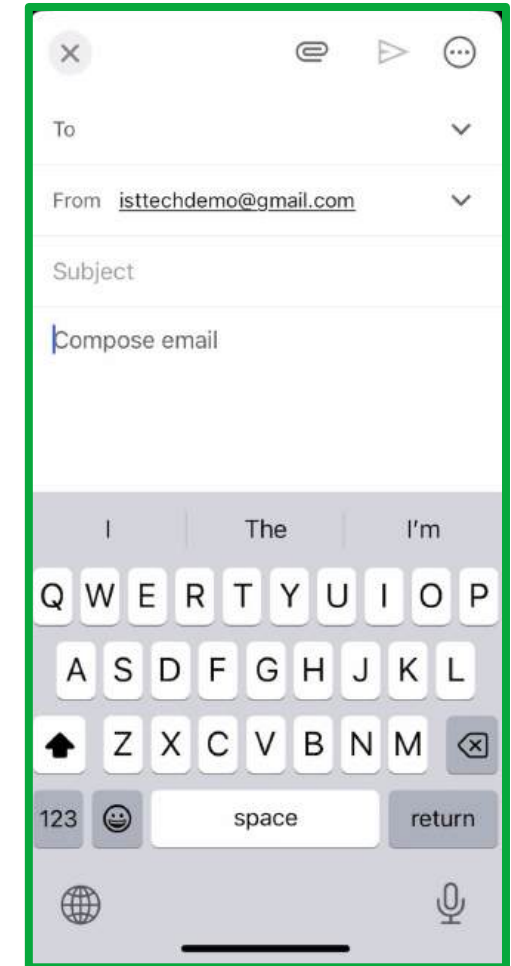
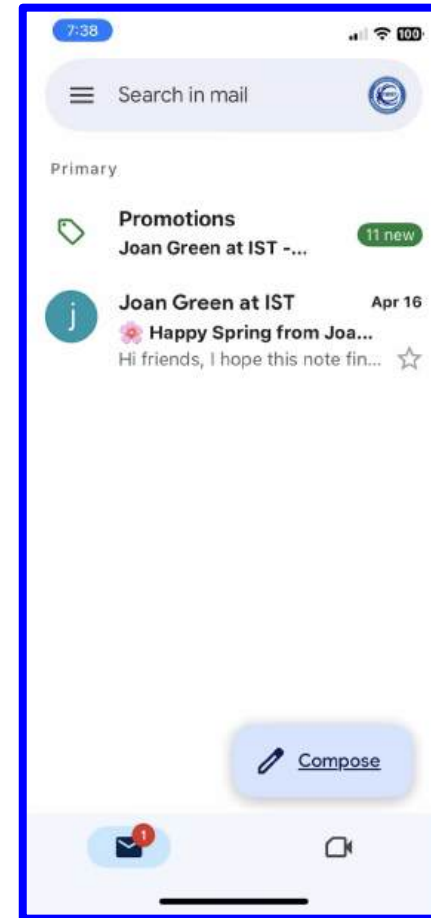
# Email Tips

- Start with a simple, easy to use email app such as Gmail.
- Schedule email time each day- before or after breakfast works great!
- Tap the star for important emails to make sure they aren't missed.
- Delete or archive unimportant emails
- Use search to find past messages
- Unsubscribe from junk mail to reduce clutter



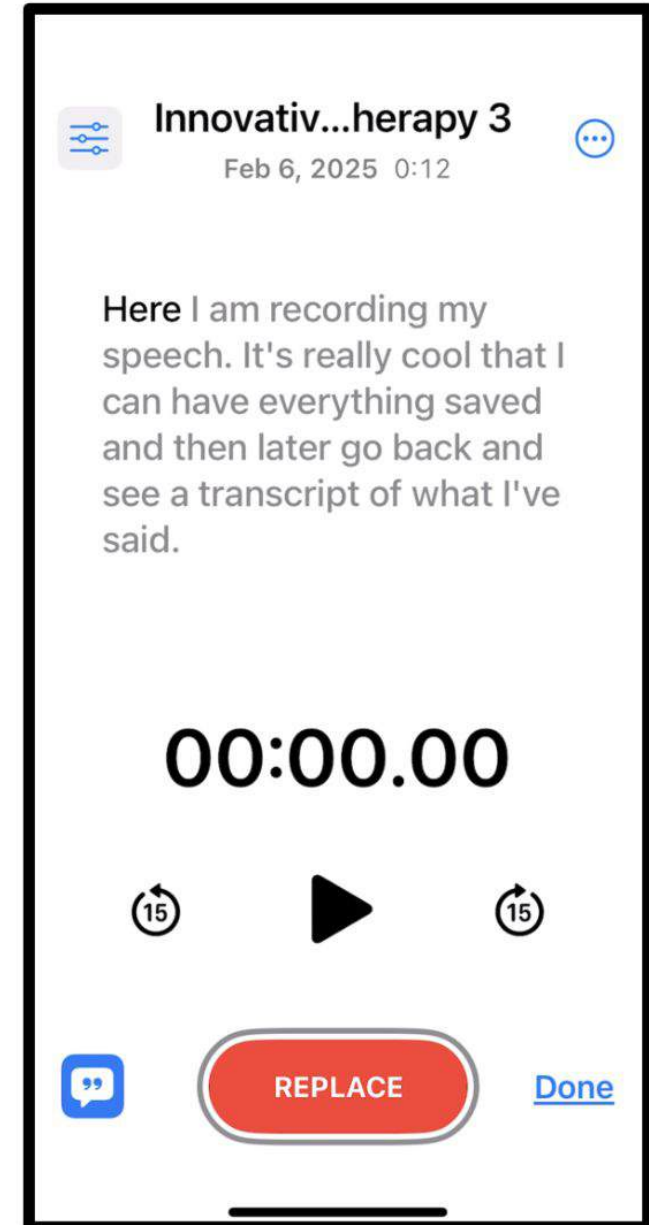
# Support for Reading and Replying

- Enable phone read aloud features if needed.
- Use speech to text or speech to audio to help with replies.
- Use the microphone to help write if easier than typing.
- Use Snooze feature to have email bounce back at designated time.
- Help set up filters and folders as appropriate.



# Voice Memos – iOS

- Speech to audio
- Preinstalled on iPhone and iPad
- Open the app → tap the red record button, tap Stop when finished
- Name the recording
- With iOS 18 on iPhone 12 and later models, will offer a transcription
- Can view live, edit, and transcribe older recordings
- Robust sharing menu – Text, email, Files, Google Drive, etc.
- Have an android phone? Try the Recorder app.



# Recorder on Android

Pixel Phones- Recorder app, [4 min video](#)

Samsung- [Voice Recorder app](#)



# Practice Safe Email Habits

- Never click on suspicious links or give out personal info.
- Ask a trusted person if unsure about an email's safety.
- Use a strong, memorable password (consider a password manager or printed guide if needed).



# FREE Resources for Teaching Safe Internet Habits

## [Common Sense Education – Digital Citizenship Curriculum](#)

- Free lessons with visuals and videos
- Topics such as online safety, recognizing scams, respectful communication and digital footprint.
- Adaptable for all abilities and great for supported group learning.

## [Be Internet Awesome by Google-](#)

- Home resources



# Calendars and Reminders

---

# Scenario- Struggle with time management

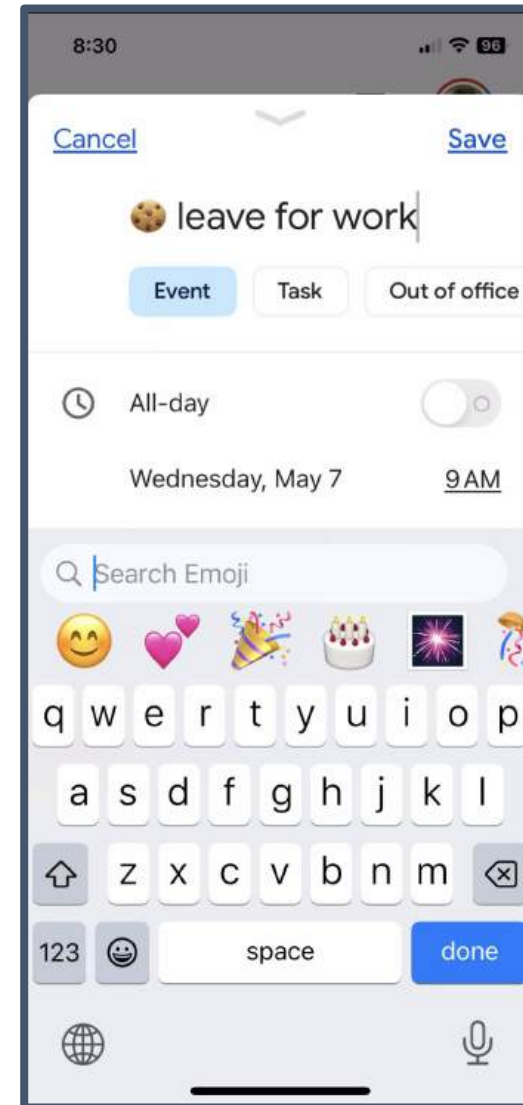
Kevin is a 26-year-old adult who recently started a supported job at a grocery store. He's proud to have a job, but struggles with time management and remembering what comes next in his day.

Each morning, Kevin often forgets to eat breakfast or take his medication. He sometimes leaves the house too early or too late, and gets confused about whether he's supposed to go to work or to his weekly art class. These small mix-ups cause him stress—and his parents worry he's not ready to manage on his own.



# Google Calendar

- Create color coded daily schedules
- Use icons/ emojis to support reading- select **smiley face** in keyboard
- Create custom alerts



# Reminders- Lots of options

Apple Reminders- built in. Very Robust!

Google Keep- has reminders

Google Tasks and Events- have reminders!

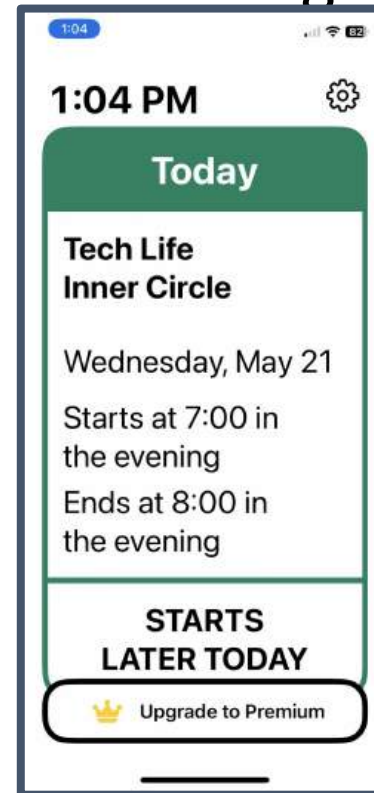
# Simpler Calendar options

[Calendar clock](#)- Freemium

There is also an administrator app

- Clock, agenda, reminders and personal messages

[RemindMe!](#) Freemium



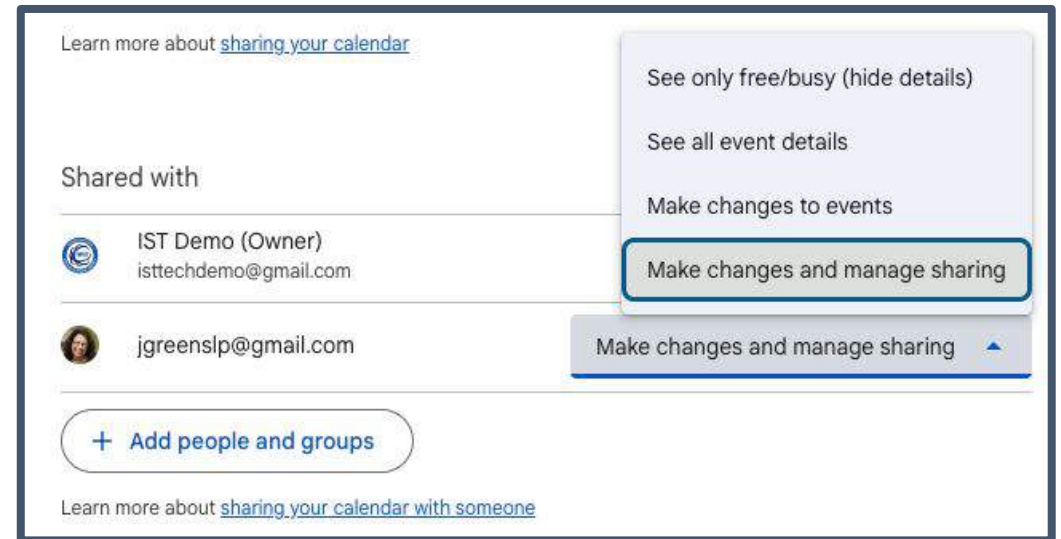
# Demo and Discussion



# Sharing Calendars

- Fosters independence with backup support
- Reduces miscommunication
- Improves daily routines
- Easily add or adjust events- person receives an alert
- Encourages consistency
- Builds confidence

[Google Support for sharing Calendars](#)



# Instructions for Sharing Calendars

**WARNING-** Sharing options for Google Calendar require a browser- it can't be done in the Google Calendar app. It's easiest on a computer.

1. Open Chrome or Safari
2. Go to [calendar.google.com](https://calendar.google.com)
3. Tap three dot menu (chrome) or aA button (safari) in address bar.
4. Click the gear icon in the top right > Settings
5. On left, under "Settings for my calendars," tap the calendar you want to share.
6. Scroll to "share with specific people"- Click "add people"- type the email address of the person to share with
7. Choose permission level- view only/make changes/ full access
8. Click send

# Use Calendar and Reminder apps

- Schedule annual physicals, flu shots, dentist appointments etc.
- Add reminders about upcoming appointments
- Write down important info to remember in calendar ie bring insurance card, or ask doctor about sleep issues.
- color code or use emojis for appointment types
- Set up recurring reminders

Use calendar sharing with trusted family or direct support professionals.

# Documents & File Management

---

# Scenario- No system for Documents

Naomi wastes time and gets stressed trying to find documents.

She saves unnamed files randomly.

Shared documents are especially difficult to find.



# Organize Google Drive

- Create color coded folders for top level of organization
- Create all Google Docs and other files in folders
- Use logical naming system
- Use Starred/Pinned Features
- Remember shared files may not appear in "My Drive" search.
- Robust search feature
- Can access from any online device



# Folder Organization

What areas in life are most important to keep organized?

- Medical
- Family
- Work/Volunteer
- House /Apt.
- Hobbies/special interests
- Classes

**My Drive** vs Shared Drive



# Uploading Docs in Drive on Mobile Device (Google Drive App)

1. Open the Google Drive app.
2. Tap on “Files” (bottom menu), then open the folder where you want to upload your doc.
3. Tap the “+” (plus) button in the bottom right corner.
4. Select “Upload.”
5. Choose the document(s) from your phone's storage.
6. Your file will begin uploading and appear in the folder once done.



# Creating Docs in Folders

- **Open the Google Drive app** on your phone or tablet.
- Make sure you're signed in to the correct Google account.
- **Navigate to the folder** where you want to create the document.
- Tap the folder to open it.
- **Tap the “+” (plus button) in the bottom right corner.**
- Choose **“Google Docs.”**
- (You may also see options for Google Sheets or Slides.)
- Name your document when prompted (or do it later).
- **Tap the checkmark ✓ (top right) to create the document.**
- It will automatically open so you can begin editing.
- When you're done, your **doc is saved automatically** in the folder you started from.

# Google Docs

- Download the Google Docs app on iPhone
- It's already on Android phones
- Very robust set of features- similar to Microsoft Word or Apple Notes- all could be good choices.
- Promotes collaboration
- Simplifies writing with built in supports
- Can use templates, images, and emojis
- Works well with other Google apps
- Can access from any device online



## How to Open and Add Shared Documents to My Drive on Mobile

- Open the Google Drive app on your phone or tablet.
- Tap the “Shared” tab (bottom menu).
- This section shows files and folders that others have shared with you.
- Find and tap the document you want to open.
- It will open in Google Docs, Sheets, or Slides depending on the file type.



# Add the Shared Document to My Drive

- Tap the three dots (⋮) next to the file name (either from the Shared list or while the doc is open).
- Choose “Add to Drive.”
- Tap “My Drive” to choose a specific folder — or just keep it in the main Drive section.
- Tap “Move here” or “Save” to finish.

Now it’s part of your Drive — and easier to organize, find, or access offline if needed.

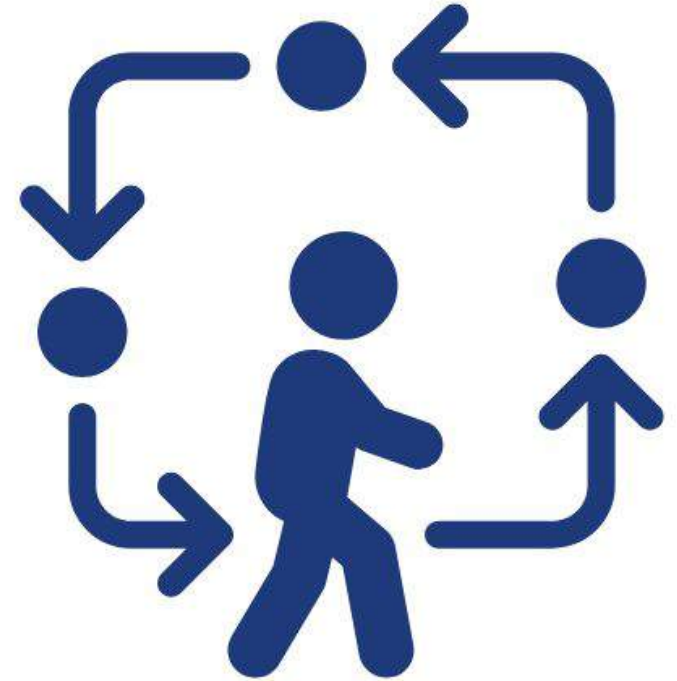
# What type of Docs would be helpful to access?

How can we better support independence, communication, daily living, learning and safety?



# Daily Living & Routines

- Personal schedules (daily/weekly routines with pictures or icons)
- Checklists (morning routine, bedtime routine, packing list)
- Grocery lists (template with commonly bought items)
- Meal planning sheets (with photos or favorite meal ideas)
- Cleaning checklists (room-by-room breakdown)



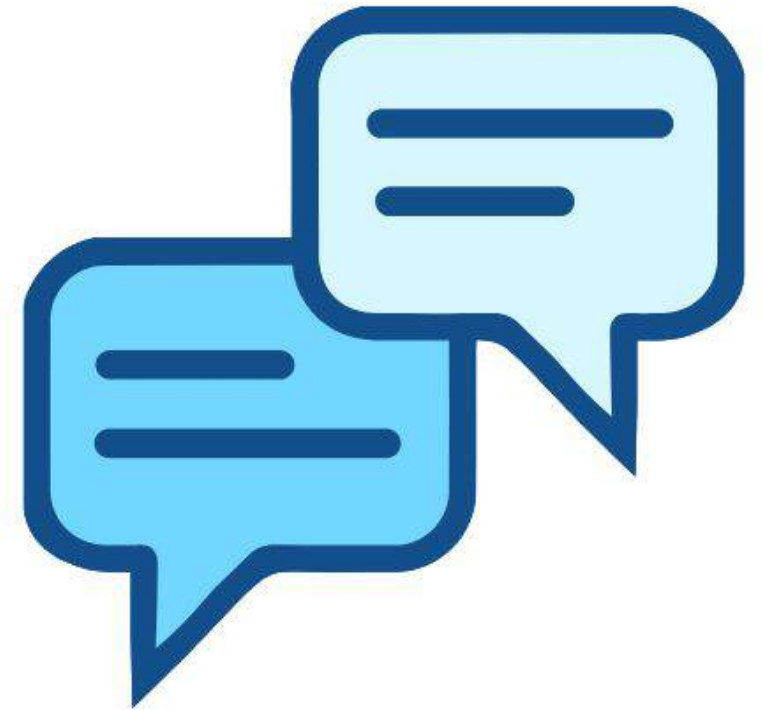
# Health and Safety Documents

- Medication lists (name, dosage, time to take it)
- Emergency contacts sheet
- Doctor/dental appointment tracker
- Health information summary (conditions, allergies, insurance)
- What to do in an emergency guide (with simple steps or pictures)



# Communication Tools

- Personal profile / “About Me” document (strengths, communication style, likes/dislikes)
- How to ask for help script or guide
- AAC boards or phrase sheets (if needed for communication support)



# Employment & Volunteering

- Resume and job application info
- Work schedule
- Job task checklists
- Transportation guides (how to get to/from work, bus/train info)



# Money Management

- Budget template
- Spending log
- Bill due dates calendar
- Banking how-to guides (e.g., “How to deposit a check with your app”)



# Learning & Goals

- Goal setting tracker (personal or educational)
- How-to guides (step-by-step documents for life skills)
- Favorite YouTube channels or online classes list
- Technology and Digital Literacy Safety Tips



# Recreation & Social Life

- Calendar of events
- List of favorite activities, books, or movies
- Group rules/expectations (e.g., for a club or group outing)



# Questions

---

