



Putting Technology to Work for your Village

Free, easy-to-implement tech strategies to save time, improve communication, and reduce overwhelm

WAVE Conference 10/14/25



Daily life can sure have its challenges!

Have you felt like you are:

- buried in email,
- constantly searching for the latest version of a document,
- spending too much time on phone calls or making flyers,
- stuck trying to get started writing a grant proposal, or
- concerned about members struggling and wonder if technology can help them improve quality of life?



(Images other than logos were created with [Canva](#) , [Gemini](#) or [ChatGPT](#))

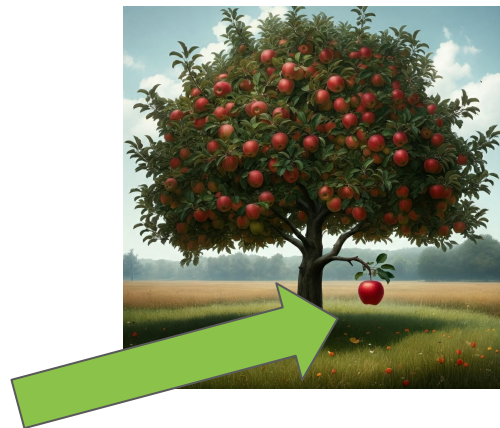
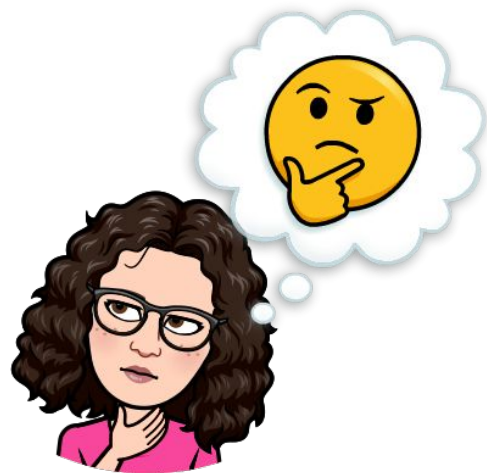
There's a better way- and it doesn't require being a tech expert

New Tech Mindset

“How can readily available and free or low cost technologies help me run this Village?”

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

Start with features and tools that offer the **greatest impact** , cause the **least resistance**, are **readily available**, and require the **least expense**.





Joan Green- Your Tech Advisor

Innovative
SPEECH THERAPY

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Innovative Speech Therapy

Hello and welcome!

IST offers a uniquely effective guidance empowering individuals, families and professionals with state-of-the-art local and long-distance therapy, coaching and training programs.

Joan Green is a licensed and certified speech-language pathologist and assistive technology specialist with many years of experience helping children and adults who have communication, cognitive, literacy, learning, and executive functioning challenges.

30 YEARS
OF HELPING FAMILIES THRIVE

[Let's get started](#) [Join our email list](#)

Improving Communication, Cognition and Productivity with Tech-Savvy Strategies, Solutions and Support

- Speech-Language Pathologist
- Assistive Tech Specialist
- Founder of Innovative Speech Therapy
- Founder of Tech Life Inner Circle Membership
- Manage Free IST Tech Savvy Solutions Facebook Group
- Immersed in eldercare
- It makes my day to help others improve life with tech!

www.innovativespeech.com, Joan@innovativespeech.com

6 Scenarios when Tech can make life so much easier!!

Today's Topics

1. Using **Google Drive** to organize **digital files** and **collaborate** seamlessly with board members and volunteers.
2. **Managing email** more efficiently.
3. Using **Google Voice** to set up a professional Village phone number with call routing, voicemail transcription, and text messaging.



Today's Topics Continued

4. Leveraging genAI (ie **chatGPT**) and **NotebookLM** to help draft grant proposals, brainstorm ideas, and polish communications.
5. Create professional-quality **marketing materials** in minutes using Canva and templates.
6. **Support aging members** who may have communication, cognitive, reading, writing and memory challenges.



Scenario 1- “Where is that file?”



Cloud- Based File management Solution

Google Drive

- Access files anywhere
- Share and collaborate
- Organize your digital life

(Other options for cloud based digital organization- OneDrive, icloud, Dropbox)



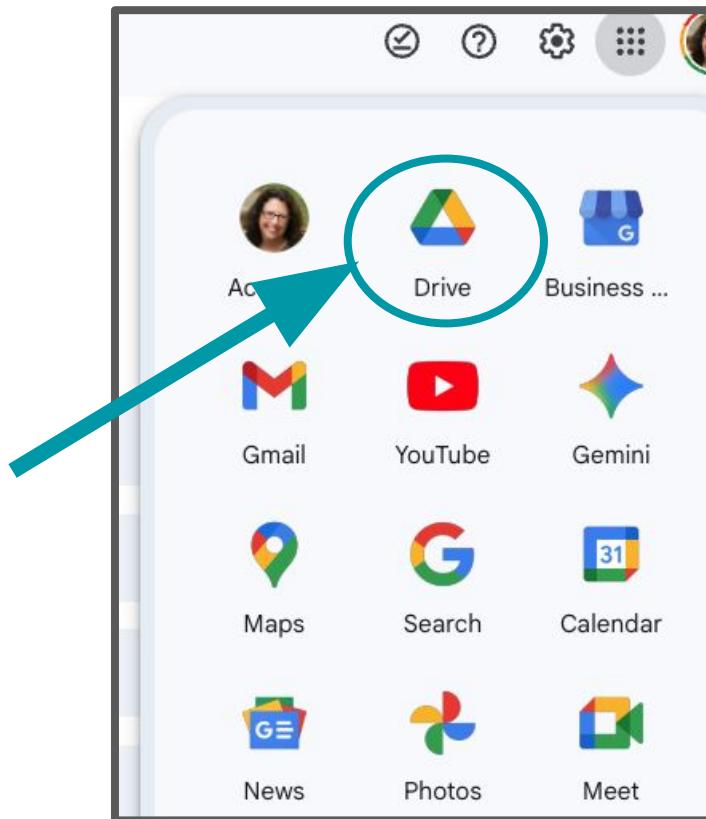
Where to find it

Any browser- [Drive.google.com](https://drive.google.com)

Mobile app

Each Google account has its own
Google Drive

It can be confusing if you have
multiple Google Accounts and
Drives





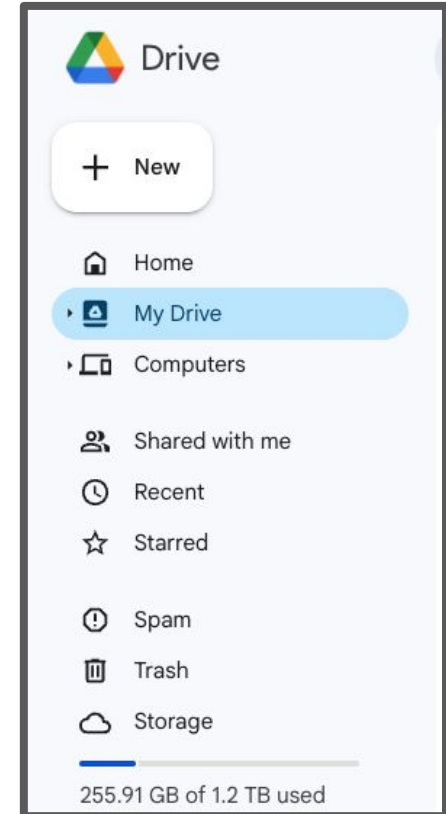
Home vs Mydrive

My Drive

- I find it easiest to start here.

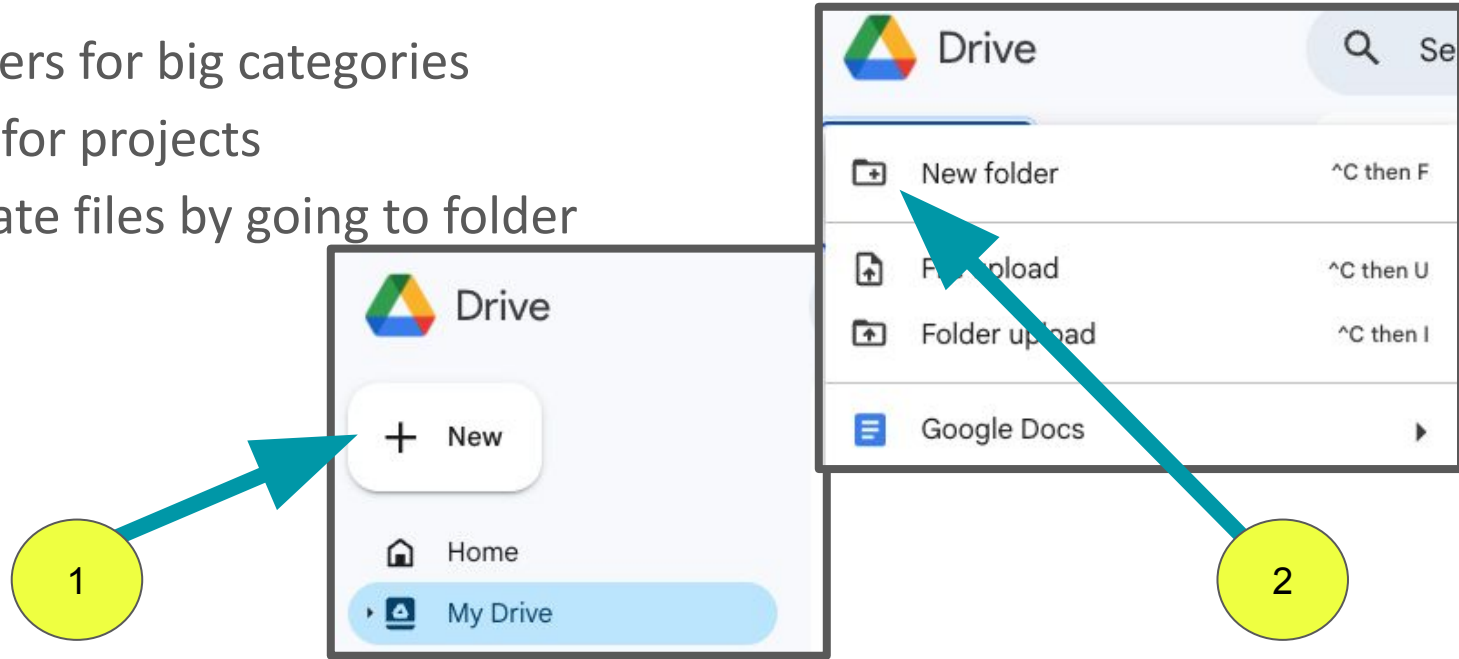
Home

- Suggested folders and files



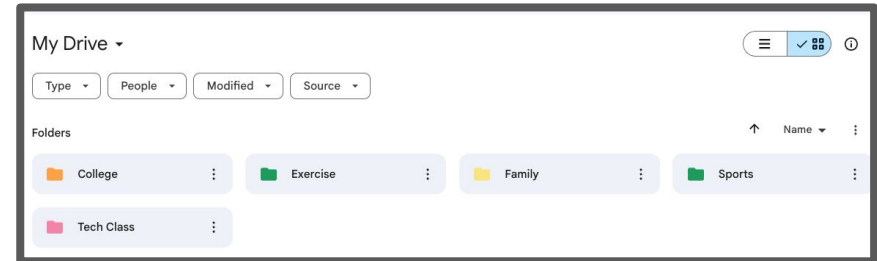
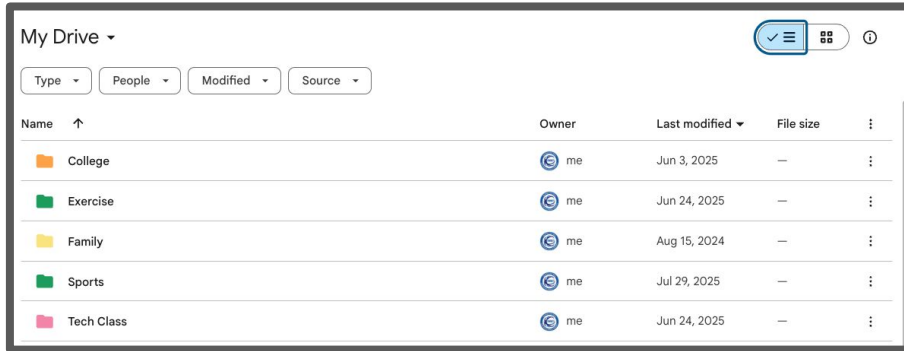
Folders

- Create folders for big categories
- Subfolders for projects
- Always create files by going to folder first



Layout- Grid vs List

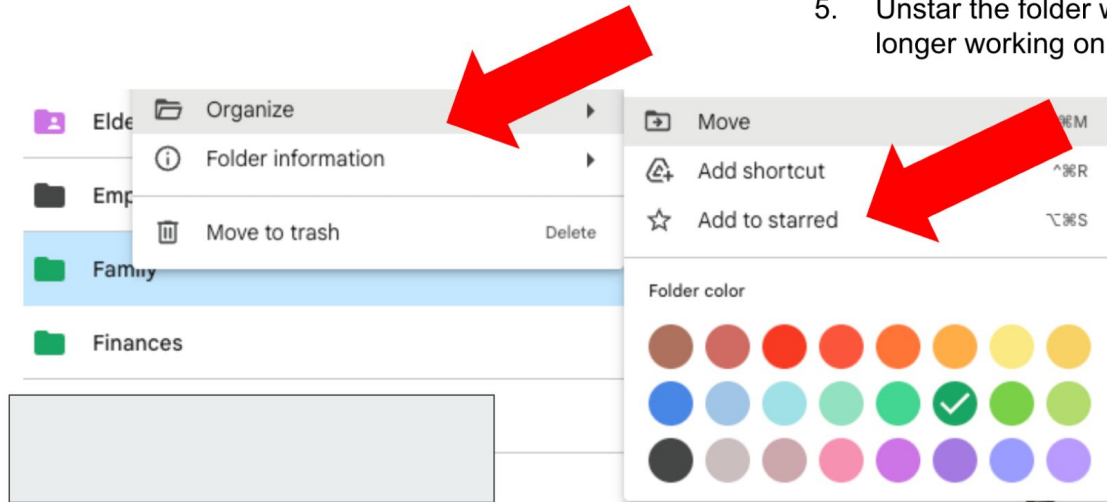
Pick your preferred layout



Color Code and Stars

Explore the right click/ two finger tap/ long press

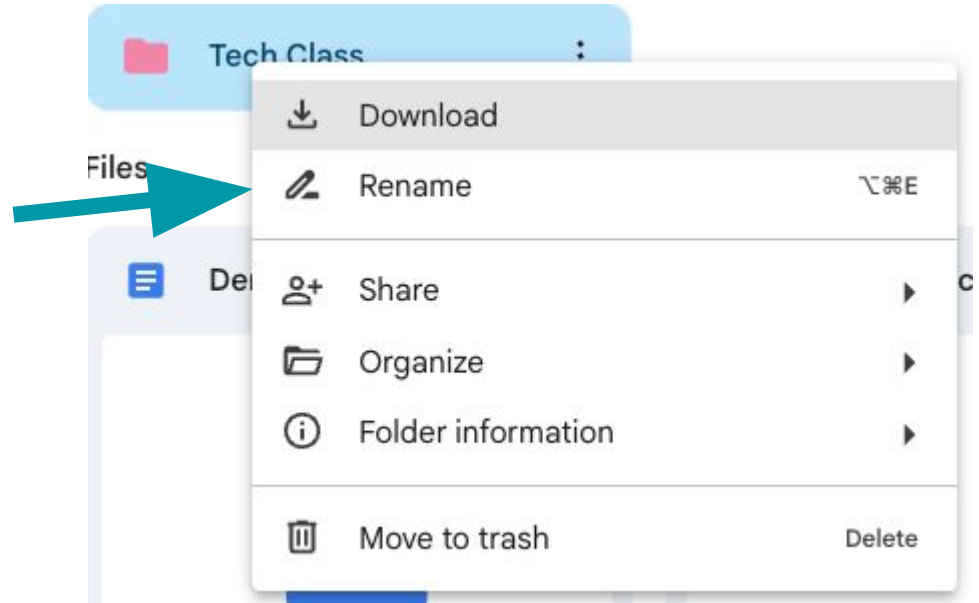
1. **Right click** on the folder
2. Click Organize
3. Select color!
4. Add to starred for quick access
5. Unstar the folder when no longer working on the project



Name your Files

- Name or rename right away
- Use short, clear titles
- Add dates if helpful

Right click> Rename



Lots of outdated files and folders?

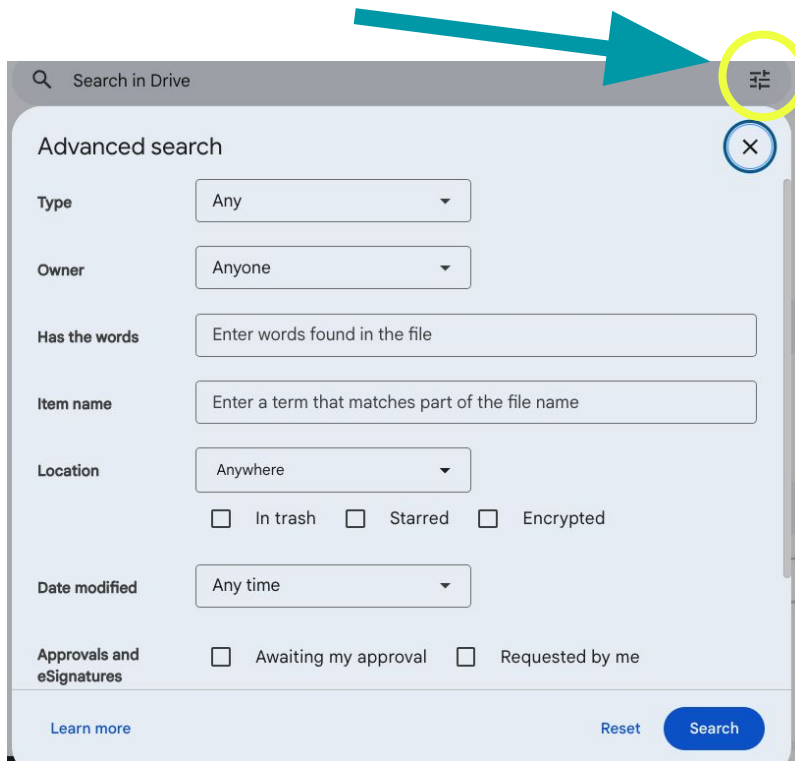
- For now, just create and move them into an “**archive**” folder
- Drag or right click to move
- Still searchable
- Right click on the closed folder> organize > move > “archive”



Robust Search Features

Filters are helpful

- File type (Docs, PDF, Sheets)
- Owner
- Words
- Date modified



Search in Drive

Advanced search

Type: Any

Owner: Anyone

Has the words: Enter words found in the file

Item name: Enter a term that matches part of the file name

Location: Anywhere

In trash Starred Encrypted

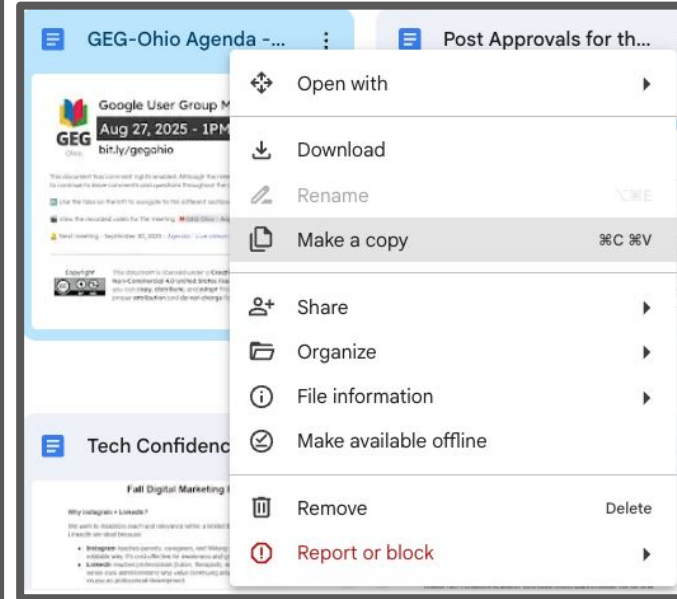
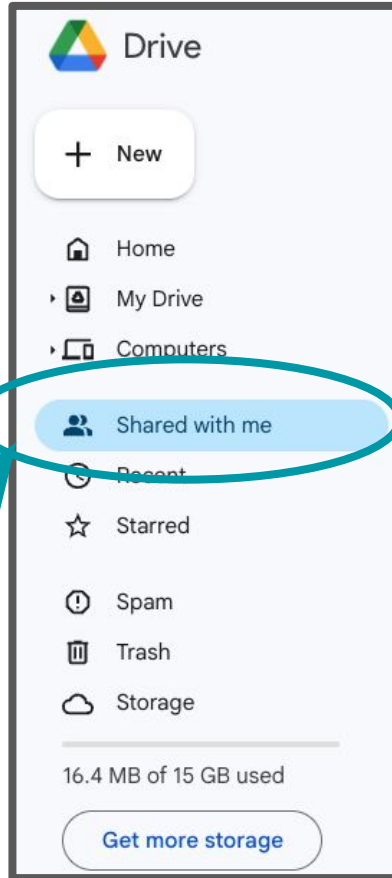
Date modified: Any time

Approvals and eSignatures: Awaiting my approval Requested by me

[Learn more](#) [Reset](#) [Search](#)

Shared Files

- “Shared with me” = unorganized list
- Right click on the unopened document and move it , copy it or add shortcut to **My Drive**
- Check permissions: viewer/ commenter/ editor

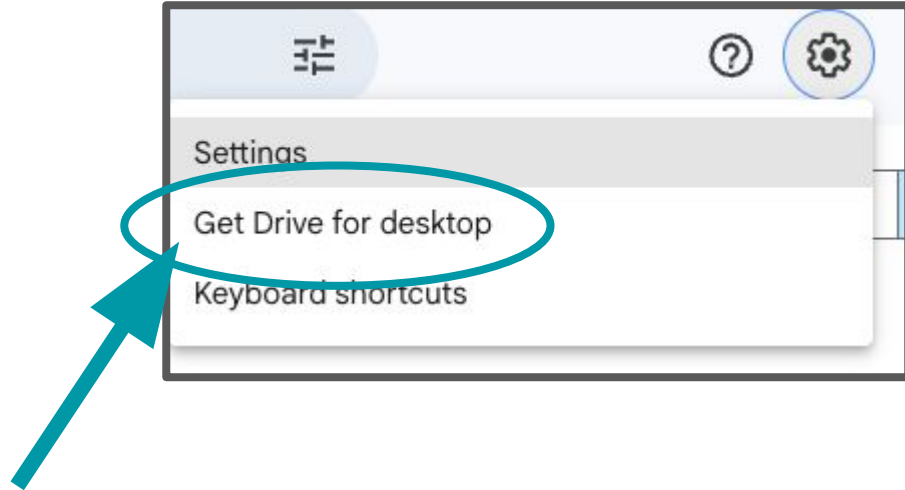


Drive for Desktop

Want to move files stored locally to Drive or sync them?

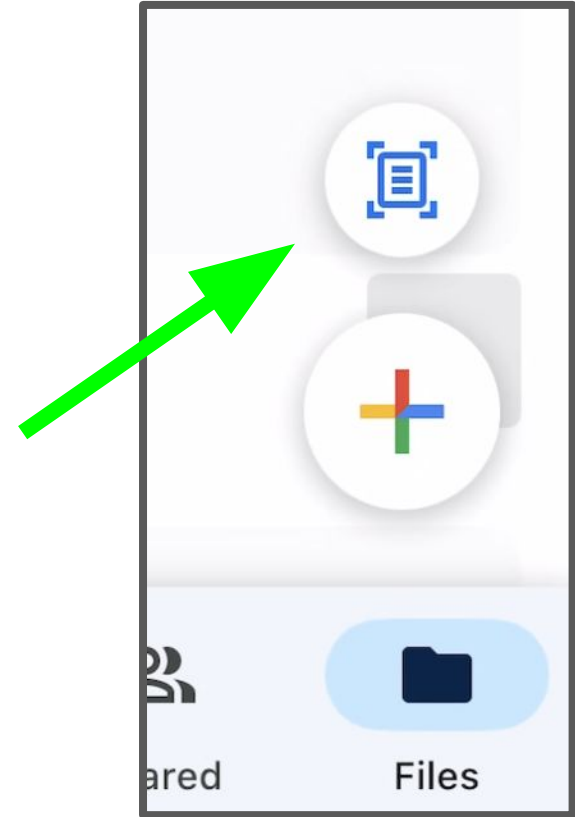
Use [Drive for Desktop](#)

Go to Drive's Settings and click on the link



Digitize your important papers

- Great way to reduce paper and have access to important documents
- Mobile device > Google Drive > Click **Scan image** > Capture image > move to desired folder



Scenario 2



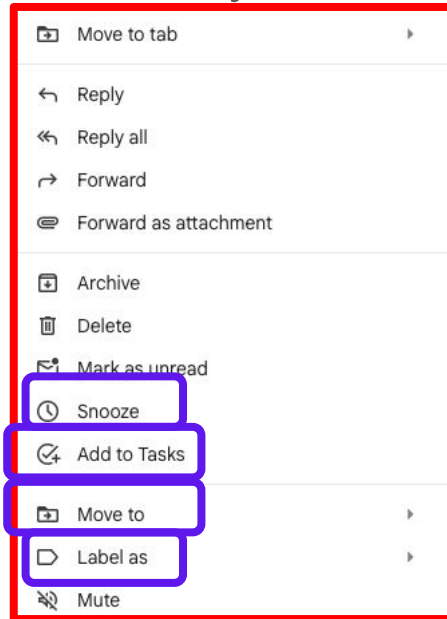
Time Saving Email Tips

Explore the “right click” and “more” menus

On **computer**- Right click prior to opening the email

On **mobile**- long press then tap the “more” icon (three vertical dots)

Outlook and other email systems have many of the same features



Snoozing an email

On computer

- Right click or two finger tap on an email and select when to have it appear “as new.”

On mobile

- Tap “More” (three dots), then tap “Snooze”





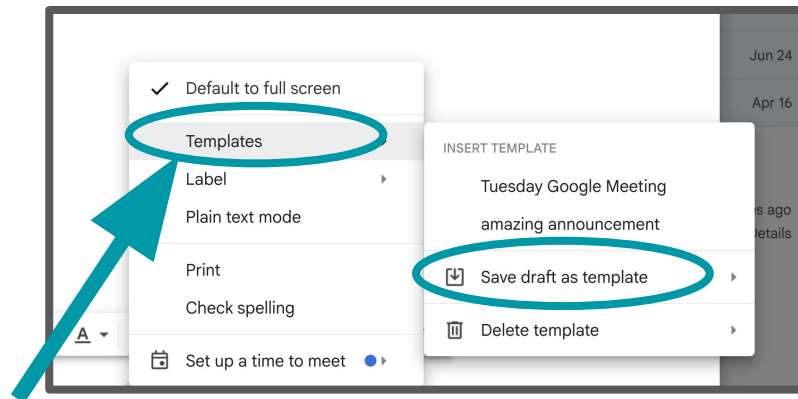
Turn emails into tasks

- Use “**add to tasks**” feature- with an open email, create a task directly from the email. For mobile, use the “more options” menu’
- This option creates a task in Google Tasks, with a link back to the original email for easy reference.
- If using Web version, you can open the Task panel on the right side and drag and drop an email directly into the task panel to create a new task



Use Templates to respond

- **Identify common questions**
- **Draft standard replies**
- **Save as template**
 - Compose message > click three dots> templates> save draft as template- name it
- **How to insert template into response**
 - New message > templates> Choose template



Shared email account for general inquiries

- Ie. info@YourVillage.com
- Set up labels/ folders for common topics
- Use filters and rules to automatically sort of flag messages
- Draft standard response templates for common questions

Scenario 3



Share One Phone Number with Multiple People

Google Voice

- **Free** phone number from Google for **calls, texts** and **voicemail**
- Works on smartphones, tablets and any web browser
- Keeps personal number private- use one shared number for your Village
- **Voicemail transcriptions** sent to email
- **Call forwarding:** route calls to the on-duty volunteer's phone
- There are more features with the paid/ Business tiers.



Getting Started- Setup Steps

- [Voice.google.com](https://voice.google.com) or download the app- sign in with Village's Google account.
- Select a phone number
- Link the volunteer forwarding phones Settings> LinkedNumbers > New Linked Number- enter volunteer's cell or landline #.
- Google will call or text that number with a code. Enter the code to verify
- Enable call forwarding- toggle on next to the linked number
- All **texts** and **voicemails** go into one box- volunteers will need to check

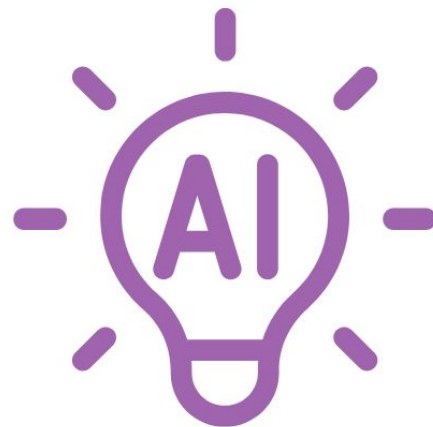
Scenario 4



Using Generative AI as a Thought Partner

What is Generative AI?

- Tools that generate content such as text, images, music, and even code.
- You give a prompt (question, request or idea), it responds and supplies the requested output.
- Most now can “understand” images.
- Think of it like a super-powered assistant that learns from vast amounts of information.
- **Use with caution-** just like an assistant- you need to check the work when completed.



Most common generative AI tools

ChatGPT-<https://chatgpt.com>- Click “sign up” in top right

Gemini (Google)- <https://gemini.google.com/> - Use your Google account

Claude (Anthropic)- <https://claude.ai/> Sign up with email

Perplexity- <https://www.perplexity.ai/> - no account required for basic features

Copilot (Microsoft)- <https://copilot.microsoft.com/> Use microsoft account

Duck.ai - <https://duck.ai> (more private but limited in what it can do)

Grok- I don't use it or teach it- Elon Musk



A time saving partner for Village Leaders

- Drafting emails
- Brainstorm ideas for events and solutions
- Summarize meeting notes or policies into key points
- Write Grant Drafts
- Create content for flyers
- Generate event descriptions
- Summarize surveys

My
thought
partner



Tips

- **Never type private details**
- **Always Check for Bias and Accuracy**
- **Have a “conversation” with the Chatbot**
- **The more detailed you are about how the chatbot can help and what you want it to do and how you want it to provide assistance, the better the outcome.**
- **Most can “understand” images and may be able to help with reports, summaries, step-by-step instructions.**





NotebookLM

<https://notebooklm.google/>

- Free Google tool powered by AI
- Get help understanding and interacting with your own documents
- Ask questions, get summaries, listen to podcast, see mindmap of your content



Use Cases of NotebookLM

Upload bylaws - ask process for adding new members

Upload grant applications- and ask for summaries asking it to summarize eligibility and deadlines

Upload past marketing materials and newsletters and ask it to draft text in the same format.



Scenario 5



Canva

- <https://www.canva.com/>
- Free web based design tool
- No design experience needed- drag and drop - templates
- Thousands of free templates
- Share designs with a link
- Keep a folder of Village Templates
- Download images in PDF, JPG or PNG formats to print or email
- The newer AI features are amazing!





Scenario 6



Tech to Help Aging Adults with Challenges

- Hearing
- Speech & Language
- Cognition & Memory
- Reading
- Writing
- Vision
- Loneliness
- Dexterity



Video calls

Visuals can be so helpful for social connection and communication.

iPhones- **Facetime**

Google Meet

Zoom

Whatsapp

Messenger

Microsoft Teams



Simpler video call options



Grandpad



Amazon's
Echo Show-
Drop-in



ViewClix

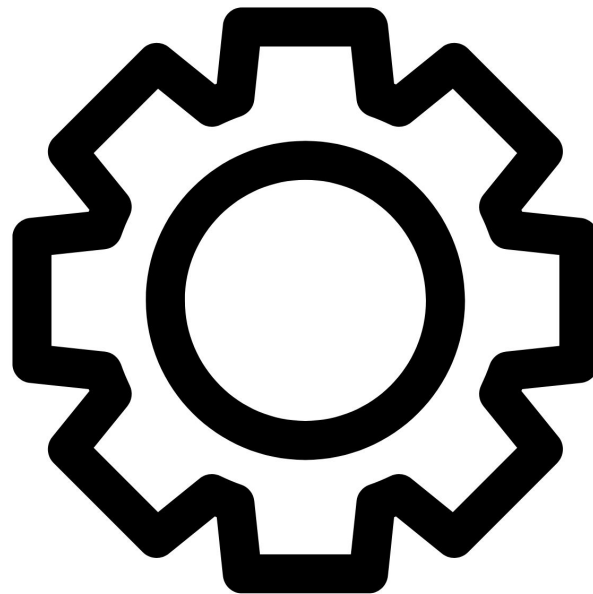


Onscreen-
use TV

Tech Accessibility Features

Explore Settings

- Speech to text- speech-recognition
- Text to Speech- read aloud
- Simplify devices- Assistive Access on iPhone
- Sync hearing aids to phone



Circles of Support

We all need our “go to” people!

Let’s form tech support teams for others!

A while back I created an ElderTech Advisor Network- the concept has evolved into the **Tech Life Inner Circle!**

<https://bit.ly/techlifemembership>



Tech Life Inner Circle Membership

<https://learn.innovativespeech.com/inner-circle>

Weekly Tech Talk and Tech Support “Ask me anything!”

Please reach out- it would be great to have a couple of the “tech- go to people” join from each Village.

Let’s brainstorm potential solutions to help members.

Email Joan@innovativespeech.com for a guest pass!



Tech Possibility Academy

Live course on Zoom

3 group sessions- 1 private session with Joan

Cohort #1- Fall 2025: Thursdays, Oct 16, 23, 30 from
1:00–2:30 PM ET

Cohort #2- Winter 2026: Tuesdays, Jan 13, 20, 27 from
1:00–2:30 PM ET

<https://bit.ly/tech-possibility-academy>



Get Going with Google in 2026!

Email Joan@innovativespeech.com to get on the waiting list!

- 3- 90 minute sessions with “work sprints” 1-2:30 PM ET (recorded)
- **Jan. 6, 7 & 8, 2026**
- \$297- \$100 off if join Inner Circle
- Includes 1 private 30 min session with Joan

Get Going with Google in 2026!

Explore the latest features of **Google Tools** to Improve Organization, Productivity, Learning, Memory and Communication!

Highlighted Tools...

   joan@innovativespeech.com  

Free Private Facebook Group - IST Tech Savvy Solutions



Innovative
SPEECH THERAPY Presents:

**IST TECH SAVVY
SOLUTIONS**

JOIN US

Connect. Inspire. Thrive.

Let's help each other.
Everyone is welcome to
join!!

Just answer a few questions

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

Let's stay in touch!

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HAPPY TO HELP

