

Tools and Strategies for Improving Productivity

Notes – Reminders – Organizing – Focus and Attention – Reading – Math – and more

November 2, 2022 - 9am to 11am



Presentation Materials

Web Link: <http://www.eastersealstech.com/ivytech2022workshop>

QR Code:



Welcome and House Keeping



- Welcome



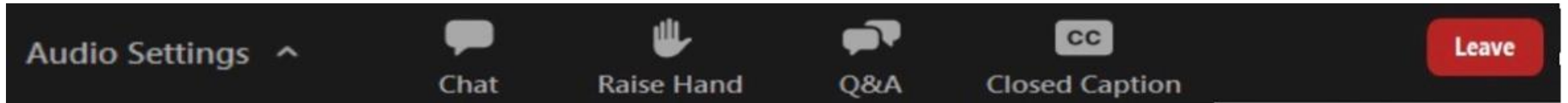
- A few housekeeping items



- Quick Poll - Getting to know you better

Zoom Window Controls

- Zoom Toolbar



- Have questions – post in Q & A area
- Need captions – press CC to show captions

Session Agenda:

- Overview of Disability Support Services at Ivy Tech
- Discuss strategies for staying organized and capturing information
- Show and Tell
 - Tools, devices and apps for note-taking, organization, scheduling, reminders and focus and attention
- Question and Answer



Who is this guy?

- Director of Assistive Technology at Easterseals Crossroads
- Started in supported employment
- 24 years in the assistive technology field
- Host a podcast called ATFAQ



Do you ever feel like this?



IMPORTANT NOTICE

Life comes with all sorts of responsibilities

We are required to:

- Think at high levels
- Process lots of information quickly
- Work in high pressure situations
- Resist a wide range of distractions

All while dealing with:

- Competing priorities
- New classes and schedules
- Expectations of others
- So much more

THE REALITY: You will be busy and it's important to stay on top of things

Note-Taking 101

- Ability to capture information – recording information for recall later.
- Sounds easy but it is more challenging than it seems
 - Listening and writing at same time
 - Capturing too much or too little
 - Miss important information
 - Other factors (anxiety, disability, distractions, etc.)
- Not to mention the many inputs and needing to capture information anywhere at anytime.



Why is Note Taking Important:

- It keeps us awake in class
 - Pay better attention and focus more in class
- It helps you learn
 - Studies show that actively listening and summarizing what you hear helps you understand and remember information better
- It helps you keep a record
 - Just because you went to class last Tuesday doesn't mean you will remember what happened
- It is a study tool
 - Use your notes to make up sample test questions or digital flash cards



Interesting stats:

- Students who take notes are 7 times more likely to remember facts a week later?
- What percentage of a lecture will students forget if they do not take notes:
 - After 20 mins: 50%
 - After 2 days: 70%
- Most students only record 1/3rd of the important lecture content?
- Students who review their notes with 24hrs improve their recall by 70%



Strategies for more effective note-taking

- Be prepared
- Review notes beforehand (if provided)
- Reduce distractions (auditory and visual)
- Sit up front (preferential seating)
- Face-to-Face interaction
- Ask questions



Techniques and Tips for more effective note-taking

- Write phrases, not full sentences
- Code your notes
 - Write first – code next
 - Choose the right tools
 - Stick to consistent and unique coding
 - Don't code everything
- Underline, circle or star your notes
- If you miss something – leave space



Key Words:

- Listen for key words or phrases that indicate when an important point is going to be made



To sum up

The main points are

In conclusion

To review

This is important

Remember that

Keep in mind

Exam

Essay

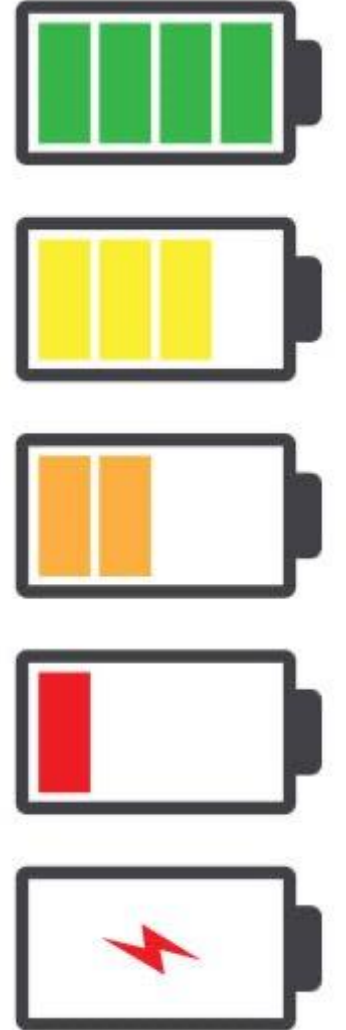
Assignment

Assessment

Do not forget about Energy

The most overlooked aspect of productivity

- Evaluate your energy level at different times of day.
- Schedule tasks when you have the energy level to match.
- Are you a “morning person”
 - make use of the morning time to study and do assignments that require focus.
- Are you an “evening person”
 - make sure that you are being productive and not sacrificing sleep for extra hours of socializing.





Getting to Start...

- Always start with familiar tools and strategies
 - what am I currently using
 - what might be readily available
 - does it work for me
- If it isn't working – can you adjust it to better meet your needs?
- If not, consider new tools or strategies.
 - Set reasonable expectations
 - Consider future supports



Important to keep in mind

- Multiple approaches and multiple tools - because we all have different needs and styles.
- There is not a single right way to capture information
- Most tools are remarkably inexpensive
- Don't be afraid to try several of them
- Keep at it until you find what works for you



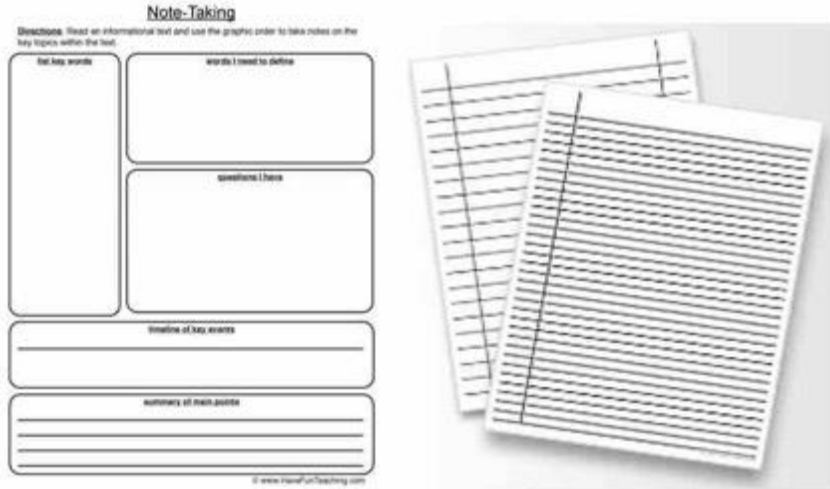
Organizing and Coding Notes



Color-coded paper, post-it notes, highlighters, tables of contents, and numbers are great ways to distinguish or annotate handwritten notes.

- Prices vary

Note Templates and Digital Recorders



Note Templates, To Dos, Raised Line paper can help organize notes, lists and to dos and keep them legible.

- Office Supply stores
- Online



Digital Recorders are low-cost, simple recording devices. They are small, discreet and easy to use. Bookmark recordings for faster information retrieval. Some allow you to upload recordings to computer.

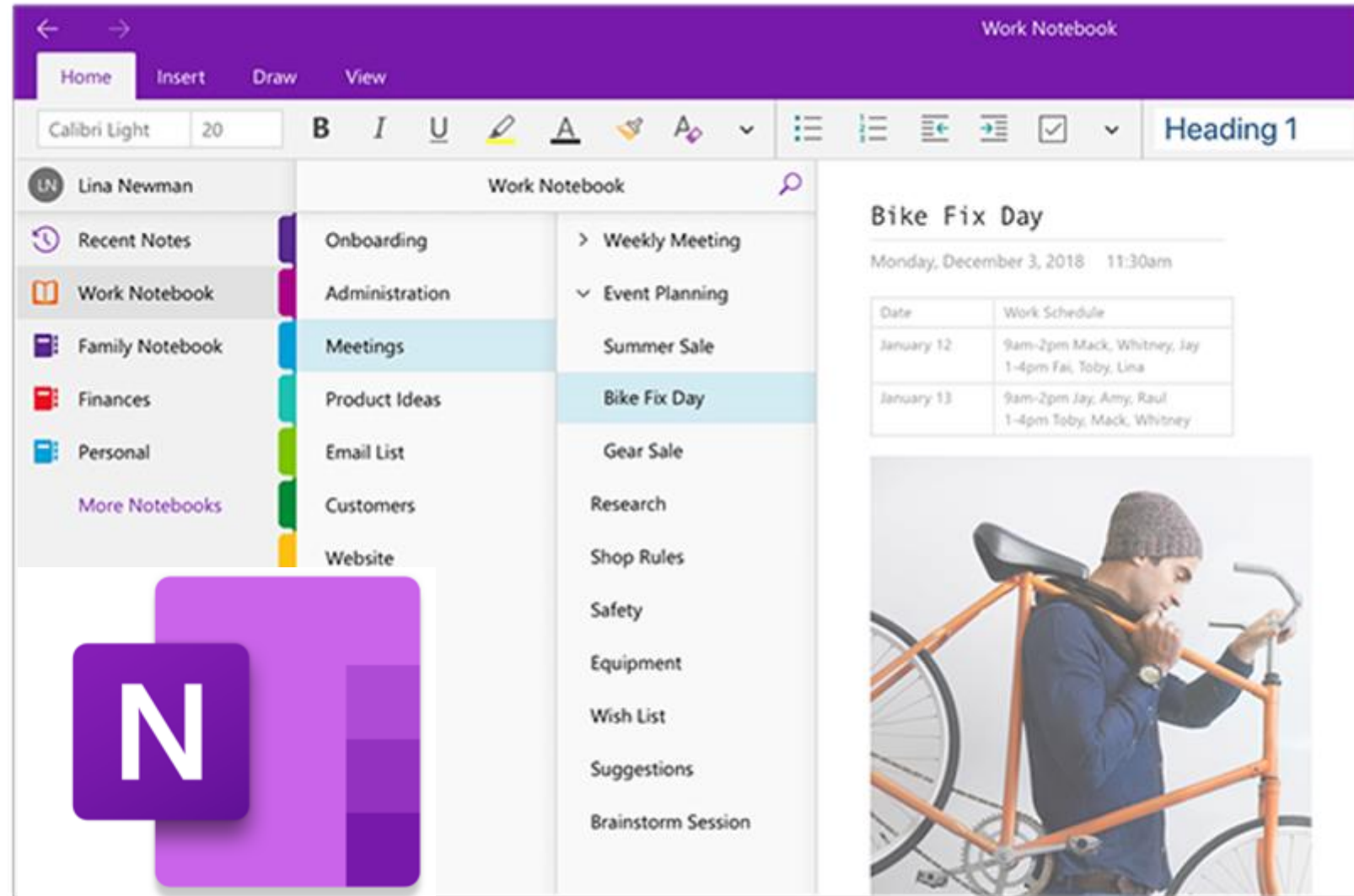
- \$25 - \$100 depending on bells and whistles

Note Taking Tools

Microsoft OneNote

A digital note-taking app that provides a single place for keeping your notes and information. Remember everything and manage in your life at home, at work, or at school. And never run out of paper.

- Mac, PC, iOS, Android, Web
- Free



Note-taking Apps



Otter Ai is a free note taking app. It uses artificial intelligence to transcribe, lectures and other important voice conversations.

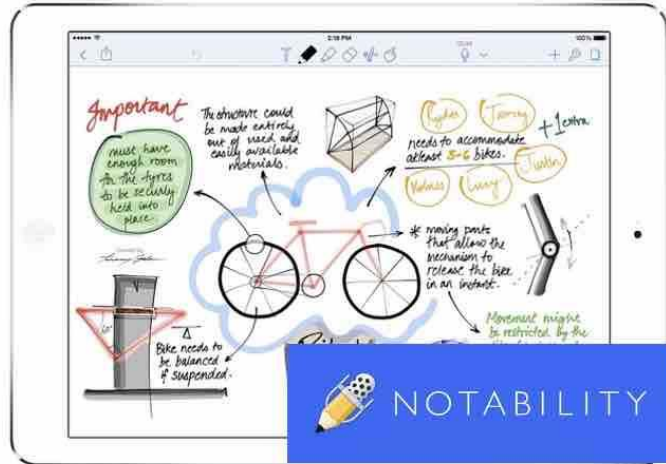
- iOS, Android, Web
- 600 mins free



ClaroPDF is an accessible, reading and study PDF tool for everyone. user-friendly PDF viewer, reader and annotator. Annotate, mark up, listen, and save PDF files which are still fully compatible with other PDF apps.

- iOS, Mac, Android, Windows –
- \$9.99 – in-app purchases for scanning

Note-taking Apps



Notability is a powerful notetaking apps. They allow the user to link audio, handwritten and type notes, include pictures and videos with one's tablet and so much more.

- iOS/Mac Only - \$11.99 a year



Super simple highlighter adds highlighting to any webpage and restores them on subsequent visits. Seven colors and the opacity can be changed in the options menu

- Chrome Extension - Free

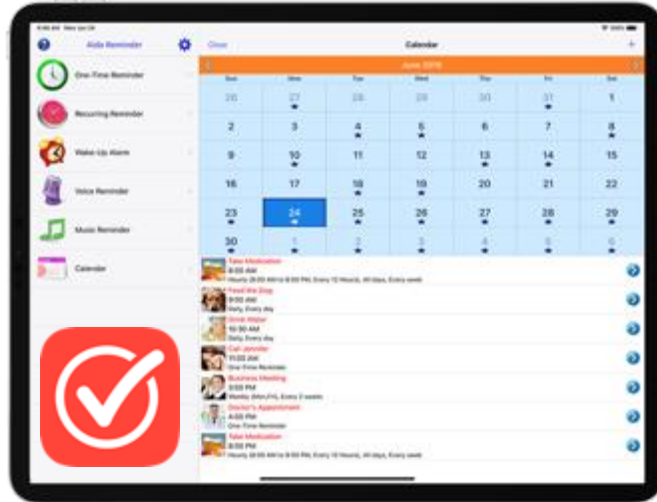
Smart Pens



The Livescribe Echo 2 and Neo Smartpen w/ Reco record both audio and handwriting and links them together. Allowing the user to listen and take notes more effectively.

- Livescribe Echo 2 – \$149.95 (pre-order only)
- Neo Smart Pen Dimo - \$69.99 plus Reco - \$60 = \$129.00

Scheduling and Reminders



Aida Reminder lets you create reminders easily and quickly. Voice reminders and pictures can be included. Never miss important events ever again!

- .99 cents – iOS only
- Visual and Voice Reminder
- Simple interface



Microsoft To Do is a simple and intelligent to-do list that helps you manage all your tasks in one place. Create any number of additional lists to organize your work, school, shopping, etc.

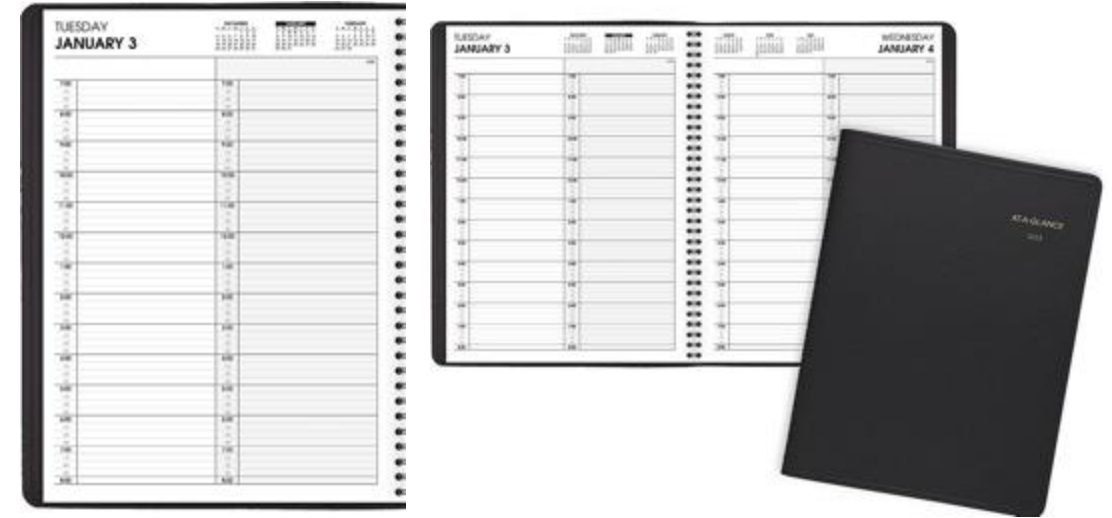
- Free
- All platforms (Windows, Mac, iOS, Android)

Scheduling and Reminders



Task Templates let you list, organize and prioritize urgent tasks and put a daily plan of attack together to get things done.

- KnockKnockStuff.com
- Amazon.com
- \$5.99 to 10.99



Paper Calendars – all your information is at your fingertips, and you can see it all. Unlike digital calendars when your info is sometimes hidden.

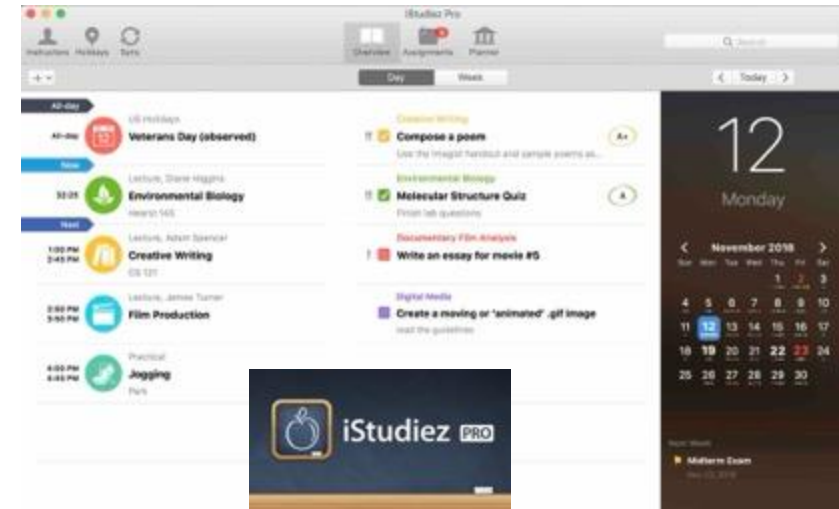
- Office Supply stores
- \$10 - \$30

Scheduling and Reminders



Cozi Calendar helps coordinate and communicate everyone's schedules and activities, track grocery lists, manage to do lists and keeps everyone on the same page.

- Free
- Unlock premium features for \$29.99 a year
- iOS, Android, Windows, Mac, Web



iStudiez Pro allows you to plan and manage your courses and classes details, locations, instructors' info, holidays and grades. Quickly access to edit the details of each class.

- iOS (\$2.99), MAC (\$9.99)
- Android (\$2.99) Windows (\$9.99)
- Track courses, classes, assignments

Wearables for Reminders, ToDos, and Schedules

Wearable Watches

- Appointments and Reminders are readily available
- Hard to ignore
- Great for prompting and cueing



Watchminder 3
(\$60)



Apple Watch
(\$400+)



Samsung Watch
(\$200+)

Focus and Attention Tools



MultiTimer is an app that allows you to run and reuse multiple visual timers for anything in life. This is a great tool to use for routines.

- iOS only
- Free



Time Tracker visual timer includes 3 lights (green, yellow, red). Helps prepare users for transitions by indicating how much time is left on tasks.

- Stand alone
- \$16

Tools for Focus and Attention

Noise Cancelling Headsets

- Range in cost (\$50 - \$300)
- Acoustic (artificial noise cancelling technology)
- Limit background and overhead sounds to help you better focus on the task at hand



Anker Soundcore



Apple AirPods



Beats Headphones

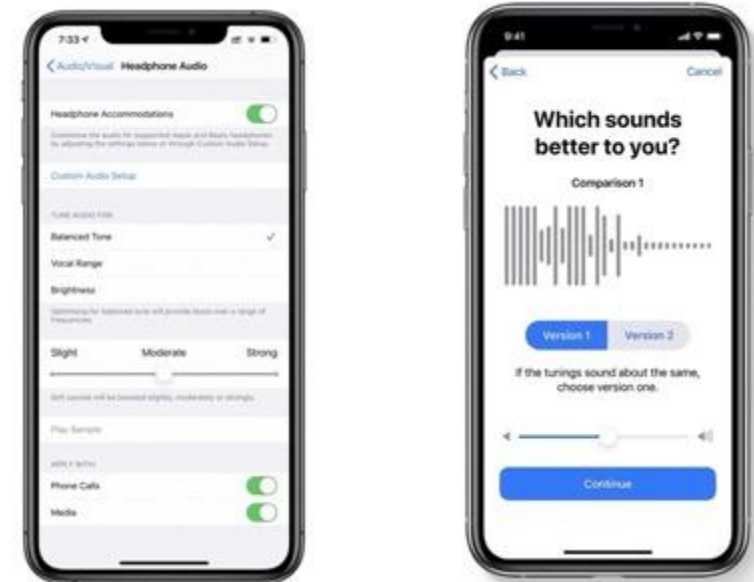


Bose Quiet Comfort

Focus and Attention Tools



- **Sound Amplifier** allows a student to turn their Android device into a personal listening device by filtering, augmenting, and amplifying the sounds in their environment.



Headphone Accommodations allow you to fine-tune how you hear things in your headphones. And you can hear these changes as you make them in real-time using the “Play Sample” button.

The Benefits of Staying on Top of Things

You feel more **confident** in your ability to get things done

You reach your **goals**.

You are more **productive**.

You reduce your **stress**.

You avoid **meltdowns**.



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