

# Managing Time for Teens and Young Adults

A Workshop on Assistive Technology from  
the Simon Technology Center at PACER

August 15, 2017



# Welcome

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Simon Technology Center

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# Today's Agenda

- Overview of PACER & the Simon Technology Center
- What is Assistive Technology (AT)
- How We Perceive Time
- Ways to Use AT to Help Us Manage Time



[www.PACER.org](http://www.PACER.org)

PACER has programs for children and adults with all types of disabilities, as well as their parents, families, and professionals that work with them.





The Simon Technology Center (STC) is dedicated to making the benefits of technology more accessible to children and adults with disabilities.

# STC

Services:

- Information & Referral
- Lending Library
- Free Consultations
- Individualized Trainings
- Workshops & In-services
- Special Projects

# What is Assistive Technology (AT)?



Assistive Technology (AT) is:

...Any item, piece of equipment, or product system that is purchased commercially off the shelf, modified, or customized



...And is used to increase, maintain, or improve the functional capabilities of a person with a disability.



# Time Just Is

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“‘Time management’ is a foolish idea – you don’t manage time. Have you ever mismanaged five minutes and come up with six? Or four-and-a-half? Time just is. Our actions are what we manage, during time.” - David Allen





# Tools to Increase Awareness of Current Time

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- Set multiple alarms to notify in intervals
- Interval timer
- Looping timer
- Speaking time

# Perceive Time: Visual

- Wake-up Light
- Teaching Hands Clock
- Time Tracker
- Time Timer



# Perceive Time: Audible

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- Talking Clock for iPhone by Mobo Studio (iOS)
- Time Announcer by Johnny Sundblom (Android)
- Talking clock
- Clock and Timer Stopwatch



# Perceive Time: Audible with Visual Cue

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- Talking clock keychain
- Talking watch
- Talking clock
- TimeCue



# Perceive Time: Tactile

- Smartwatch with vibrating feature
- Bradley Element Timepiece
- VibraLITE watch
- Invisible Clock II



# Perceive Time: Kinesthetic

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- Morning Routine - Alarm Clock by Agens AS (Android)
- Barcode Alarm Clock FREE by Jarig Richter-Peill (iOS)
- SpinMe Alarm Clock by Abdulla Al-Shurafa (iOS)
- Clocky



# Interacting with Time

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- Consider the environment and task
- Timers and reminders
- Tracking passage of time
- Learning about your task pace



# Types of Notifications

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- Pop-up
- Sound
- Music
- Text
- Visual support
  - pictures, icons, images, etc.
- Voice recording
- Video recording
- Vibrating
- Continuous vs. limited duration
- Snooze
- Location



# Types of Timers

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- Countdown
- Count-up
- Alarm
- Sequence timers
- Voice recording
- Passive or active interaction
  - Continuous alert or single alert
  - Nagging/ snoozing
- Interval timers
  - Looping timers

# Timer: Countdown & Count-up

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- Built into smartphone (with voice commands)
- 60-Minute Jumbo Timer
- Big-Digit Stopwatch
- Multi Timer StopWatch by LemonClip (Android)
- Speaking Timer by Johnny Sundblom (Android)
- Speaking Stopwatch by Johnny Sundblom (Android)

# Timer: Sequence Timers

- 30/30 by Binary Hammer (iOS only)
- Timewinder by Widget Revolt LLC



# Timer: Voice Recording

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- Voice Reminder by Alexei Vainshtein (Android)
- Visual Schedule Planner (iOS)



# Timer: Passive or Active Interaction

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- Continuous alert or single alert
- Nagging/Snoozing
- CalenGoo (Android and iOS)
- Toodledo (Android and iOS)
- Reminders, Alarm and Voice Reminder (AidaReminder) by Sergio Licea (iOS)

# Timer: Interval Timers

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- Looping timers
- Health & fitness interval timer



- Repeat Timer by Artem Lapitski (iOS)
- Repeat Timer Free by Minastas Games (Android)
- WatchMinder by WatchMinder (device)
- Smartwatch apps

# Discover Your Task Pace

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- Keep a time log so you know how you spend your time
- “Study Skills Organizers: Ready-to-Use Materials for the Classroom” by Landmark School, Inc.  
<https://www.landmarkoutreach.org/product/study-skills-study-skills-organizers/>
- Task Analysis and Time Estimation Sheet
- Study Time Analysis

# Tools to Discover Your Task Pace

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- ATracker by WonderApps AB (iOS)
- Toggle by Toggl (iOS & Android)





# Awareness of Distractions

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- Procraster by Simen Solbakken (iOS)
- Freedom by Freedom.to (iOS & Windows)
- RescueTime Lite by RescueTime



# Planning Your Time

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- Big picture
- Break down into steps
  - Create an action plan: schedule due dates and time to work
- Consider your task pace
- Schedule time for transitions
- Plan time margin
- Schedule according to your energy
- Reminders to look at calendar

# Help to Break Tasks into Steps

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- Trello by Trello (iOS & Android)
- Quire by Potix (iOS)



# Calendars & Planners

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- Calendars built into smartphones (operable with voice commands)
- Smartwatch apps
- CalenGoo by Dominique Andr Gunia (Android and iOS)
- myHomework by Instin, LLC (Android, iOS, and Chrome)
- Choiceworks Calendar by Bee Visual, LLC (iOS)

# Questions & Wrap Up

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- Questions?
- For more information on AT tools or services, contact the Simon Technology Center at PACER:
  - Call 952-838-9000
  - Email [stc@pacer.org](mailto:stc@pacer.org)
  - Visit: <http://www.pacer.org/stc/>

# Thank you for joining us today!

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- Please complete an evaluation.

