



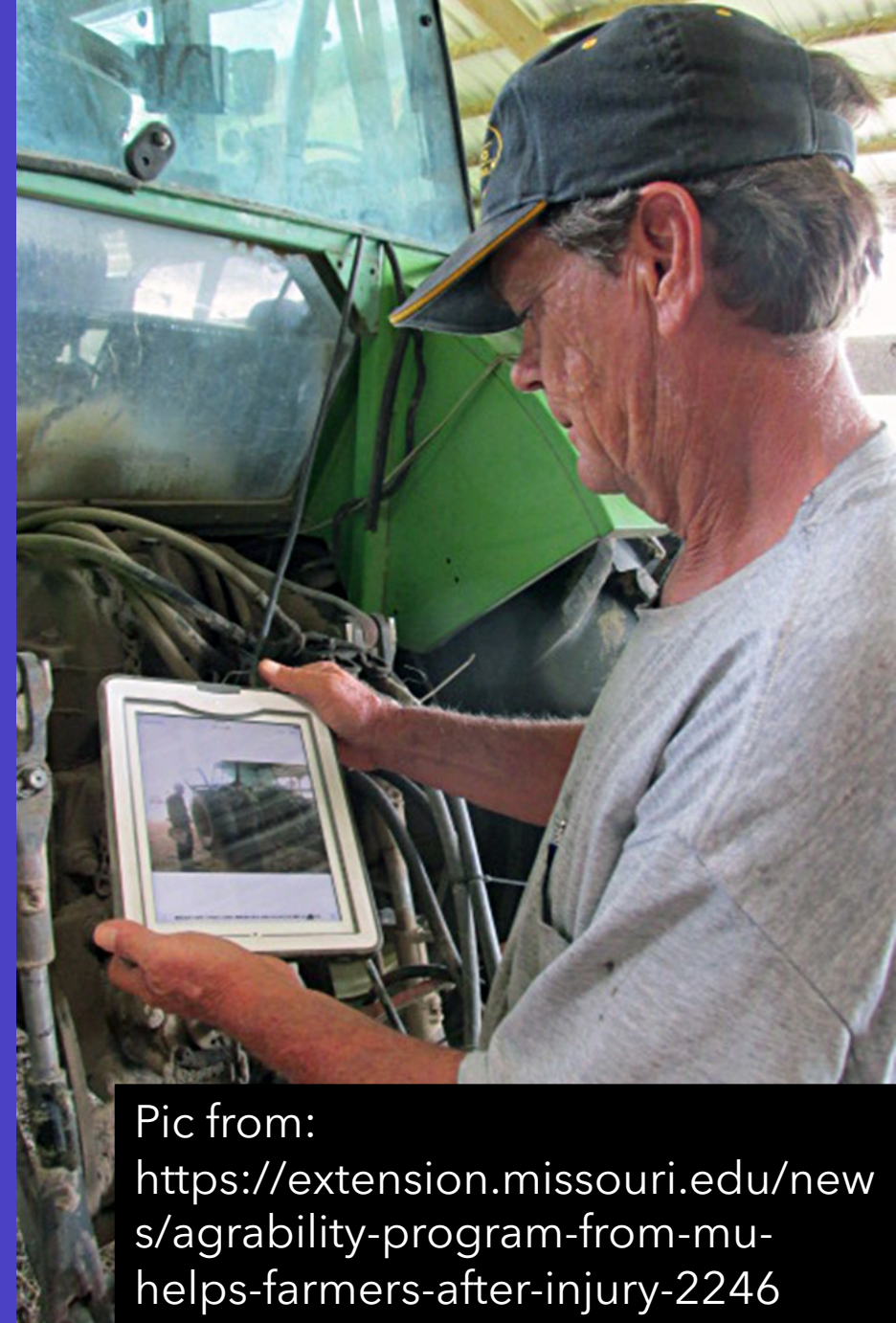
**"For most of us,  
technology makes  
things easier. For a  
person with a  
disability, it makes  
things possible."**

**– Judy Heumann**

# Strategies for memory, organization and time management – Low Tech and High Tech.

**Michael Fox, MA, CRC**

**Bill Youngman, MSW**



Pic from:

<https://extension.missouri.edu/news/agrability-program-from-mu-helps-farmers-after-injury-2246>



# Introduction



Washington State Department of Social and Health Services



## Assistive Technology Services

Assistive Technology includes any device used to maintain or improve functional abilities of an individual with a disability.

### What is an ATAP?

DVR's Assistive Technology and Assessment Practitioners (ATAPs) are responsible for merging assistive technology and the vocational rehabilitation process, ensuring individuals with disabilities achieve their employment goals by providing guidance and technical assistance on accessibility, job modifications, accommodations, and technology.

# Introduction



Washington State Department of Social and Health Services



## What services do ATAPs provide?

DVR's ATAPs offer customers Assistive Technology evaluations and assessments such as:

- Mobility evaluations to determine feasibility and need of devices such as wheelchairs, scooters and walkers
- Transportation evaluations to evaluate needs such as public transportation options, vehicle modifications, van ramps and lifts or hand controls
- Organizational Assistive Technology evaluations to give options to increase an individual's personal organization
- Literacy support evaluations to determine the benefit of assistive technology for learning disabilities
- Ergonomic Evaluations for office and work from home office
- Computer Access evaluations for individuals with physical or cognitive issues that interfere with computer use
- Speech Recognition Technology (speech to text) assessment and training



**People with limitations from strokes, brain injuries, ADHD and other conditions often struggle with memory, time management, organization and planning.**

**In this session we will discuss low tech and high-tech strategies that allow people to overcome these limitations.**



Pic from: <https://extension.missouri.edu/news/agrability-program-from-mu-helps-farmers-after-injury-2246>



### Learning Objectives :

- To understand how technology and techniques can help people manage disability related limitations in organization, memory, time management and planning.
- To identify low tech and high-tech accommodations and technology to overcome these limitations.
- To identify resources to help people assess, acquire and implement these accommodations.

# Strategies

Planner Functions	Planner Options	Timers and Reminders	KanBan
Calendar To-Do lists Notes, Journals	Paper Tablet options	Phones Tablets Smart Speaker	Kanban Board Kanban apps

# Planner Functions

The “Day-Timer” personal organizer Developed in 1952 by an attorney, the planner gives space for important functions:

- An appointment book for meetings and events,
- A “tickler” or To-Do List for tasks that need doing
- Journal or note areas to record what happened.



# Planner Functions

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ABC Prioritized Daily Task List

Daily Tracker

Track expenses, email, voice mail, or other information.

Appointment Schedule

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Daily Notes

28th Day 81 Left Week 41

One who is too wise an observer of the business of others,  
like one who is too curious in observing the labor of bees,  
will often be stung for his curiosity.  
—Alexander Pope



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© Franklin Planner Corporation • Original—Classic

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# Planner Functions

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- An appointment book for meetings and events,
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- Journal or note areas to record what happened.

Other functions, like contact info, expense tracking, etc. can be added.

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# Functions

## The "Day- Developer planner function

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# High Tech Alternatives: Tablets



Pic from:  
<https://www.uaf.edu/ces/agriculture/agrability/index.php>

## Tablet computers can provide planner functions

- iPads
- Android Tablets
- Complementary Smartphone Apps

# High Tech Alternatives: Tablets



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<https://www.uaf.edu/ces/agriculture/agrability/index.php>

## Tablet computers can provide planner functions

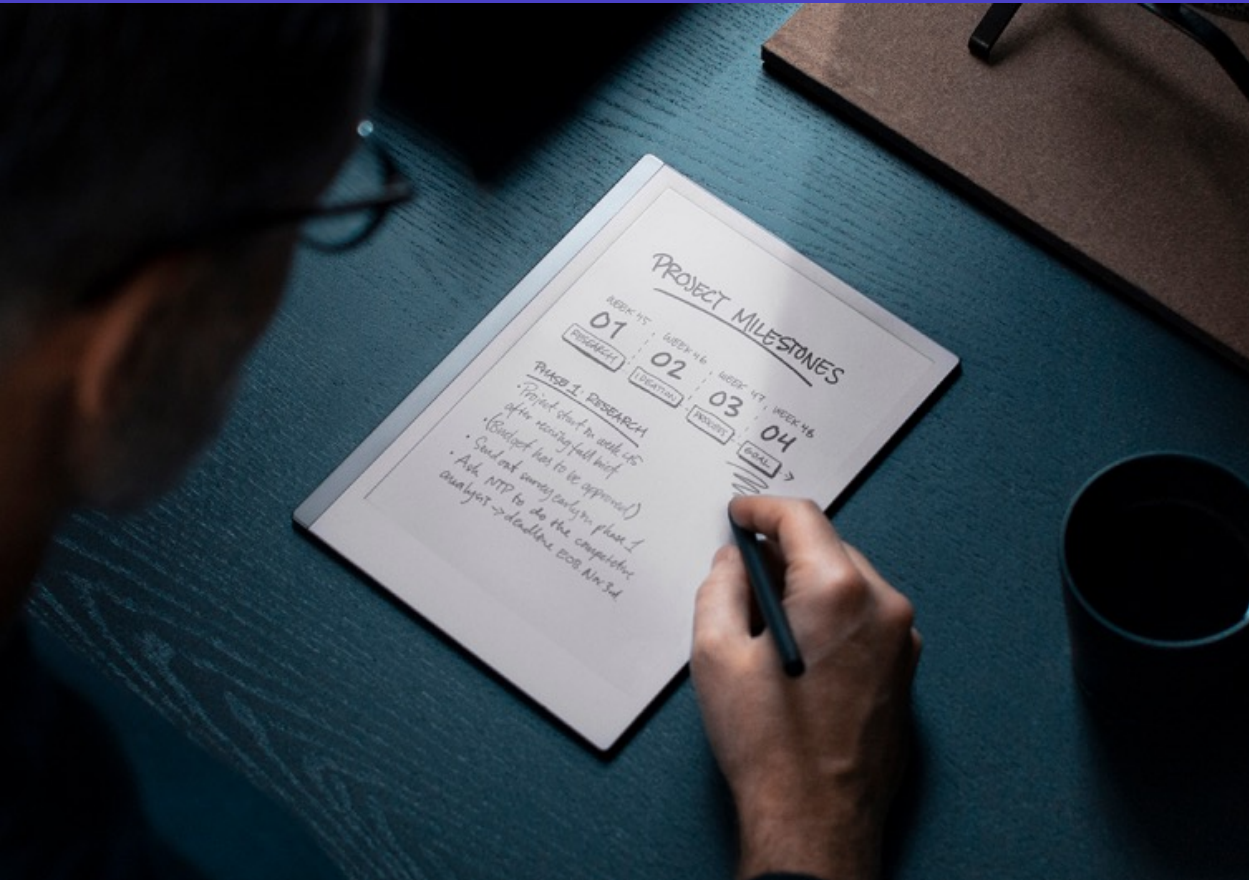
- iPads
- Android Tablets
- Complementary Smartphone Apps

## Problems with these devices:

- Apps are not integrated well
- Distractions



# High Tech Alternatives: E-ink Tablets



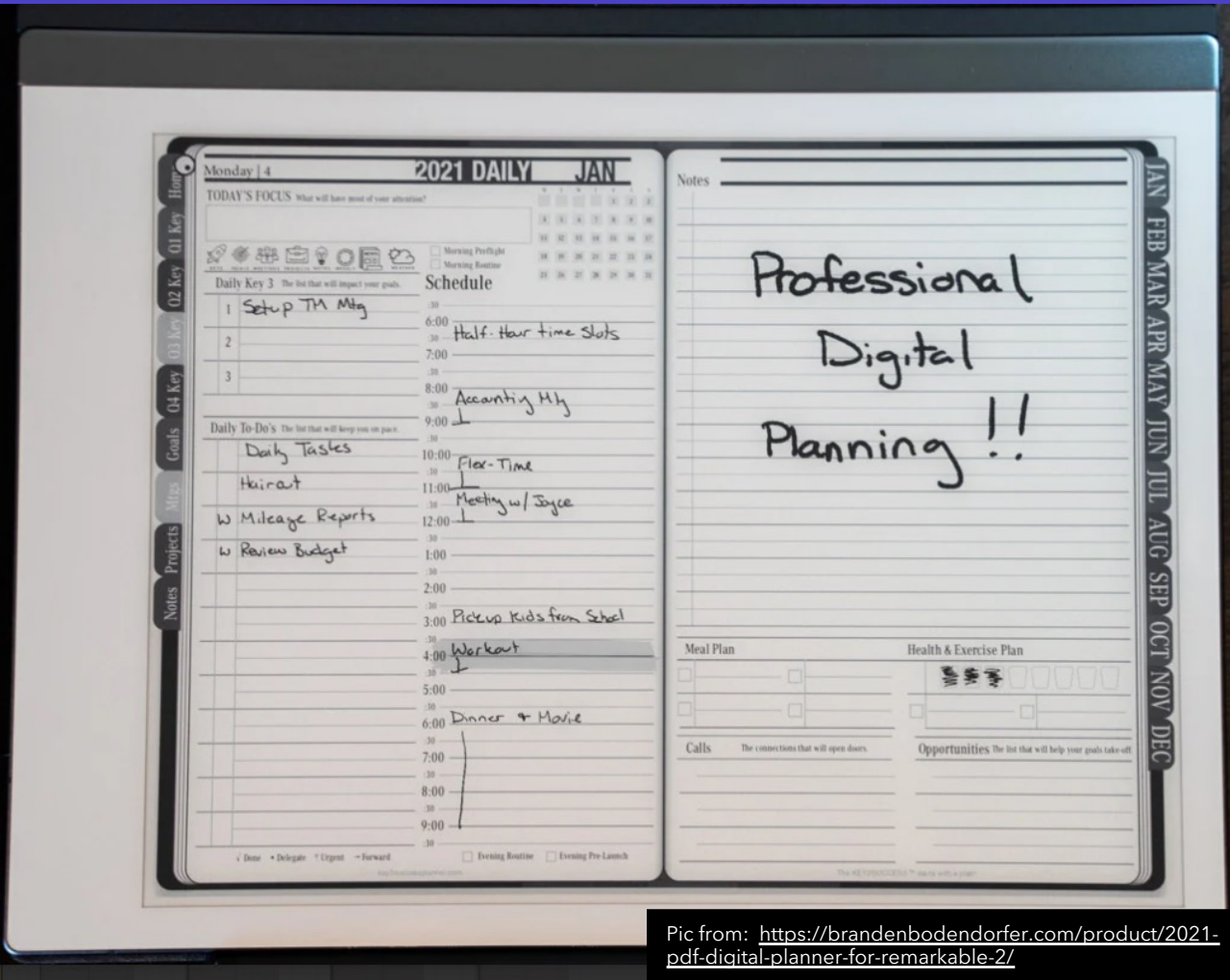
## E-ink tablets

- reMarkable 2
- BOOX Tablet
- Others .....

## Marketing video:

[https://youtu.be/SWY\\_bwFMxro](https://youtu.be/SWY_bwFMxro)

# High Tech Alternatives: E-ink Tablets



## E-ink tablets

- reMarkable 2
- BOOX Tablet
- Others .....

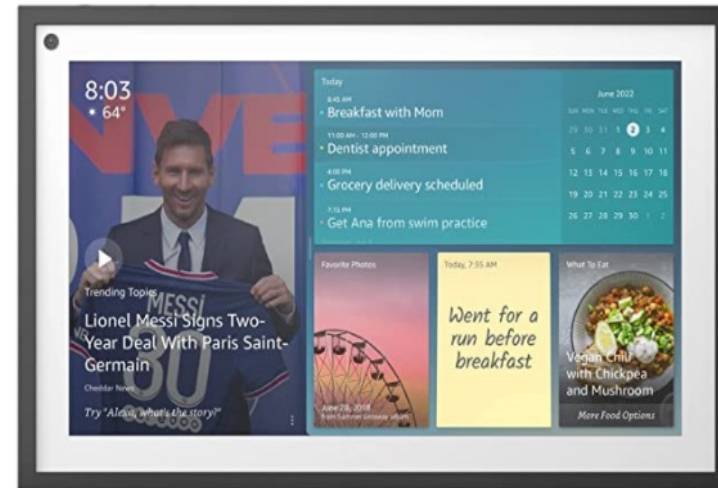
## Features:

- Pen and paper like experience
- Lack of distractions
- Compact - No stacks of paper to carry or file.

# High Tech Alternatives: Smart Speaker

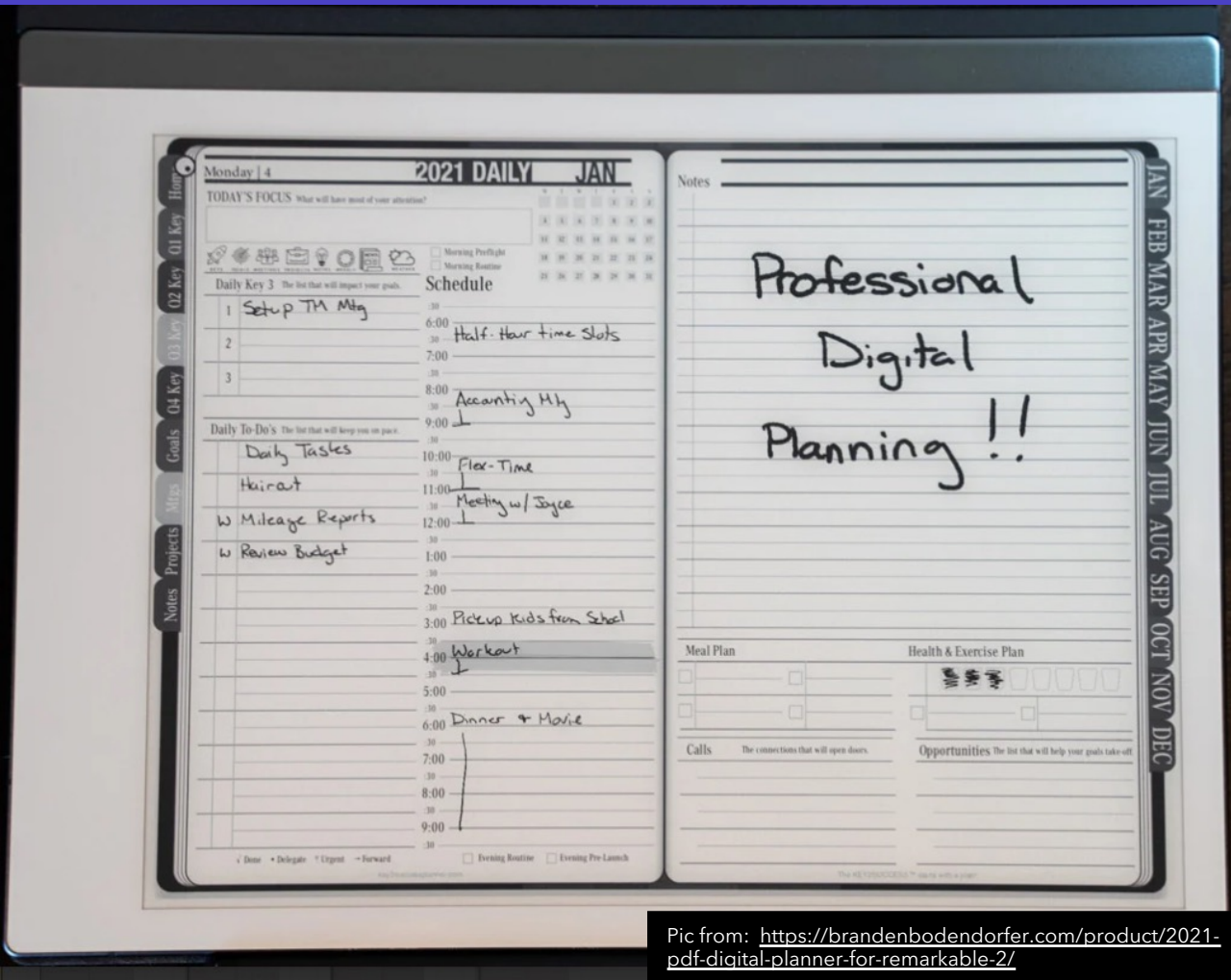
## Smart Speakers AKA "Alexa" are great for notes, reminders and timers.

- Echo Show 15, smart display for - about \$250.00 from [https://www.amazon.com/dp/B08MQLDFF6/ref=cm\\_sw\\_em\\_r\\_mt\\_dp\\_YPBXVWDY7NBGZADKVJB7?encoding=UTF8&psc=1](https://www.amazon.com/dp/B08MQLDFF6/ref=cm_sw_em_r_mt_dp_YPBXVWDY7NBGZADKVJB7?encoding=UTF8&psc=1)
- Alexa Remember This or Take a Note - Alexa will remember things for you --- <https://youtu.be/5NcvMA-BwGc>
- Sync Alexa to Google Calendar -- <https://www.makeuseof.com/tag/how-to-add-events-to-google-calendar-with-the-amazon-echo/>
- List of Alexa Commands: <https://www.cnet.com/home/smart-home/every-alexa-command-you-can-give-your-amazon-echo-smart-speaker-or-display>





# High Tech Alternatives: E-ink Tablets



## E-ink tablets

- reMarkable 2
- BOOX Tablet
- Others .....

## Possible Concerns:

- Likely requires cloud subscription (currently about \$40/year)
- Lack of time-based reminders and pop-up reminders.
- May not sync with other devices- like phone or email calendar.

# High Tech Alternatives: E-ink Tablets



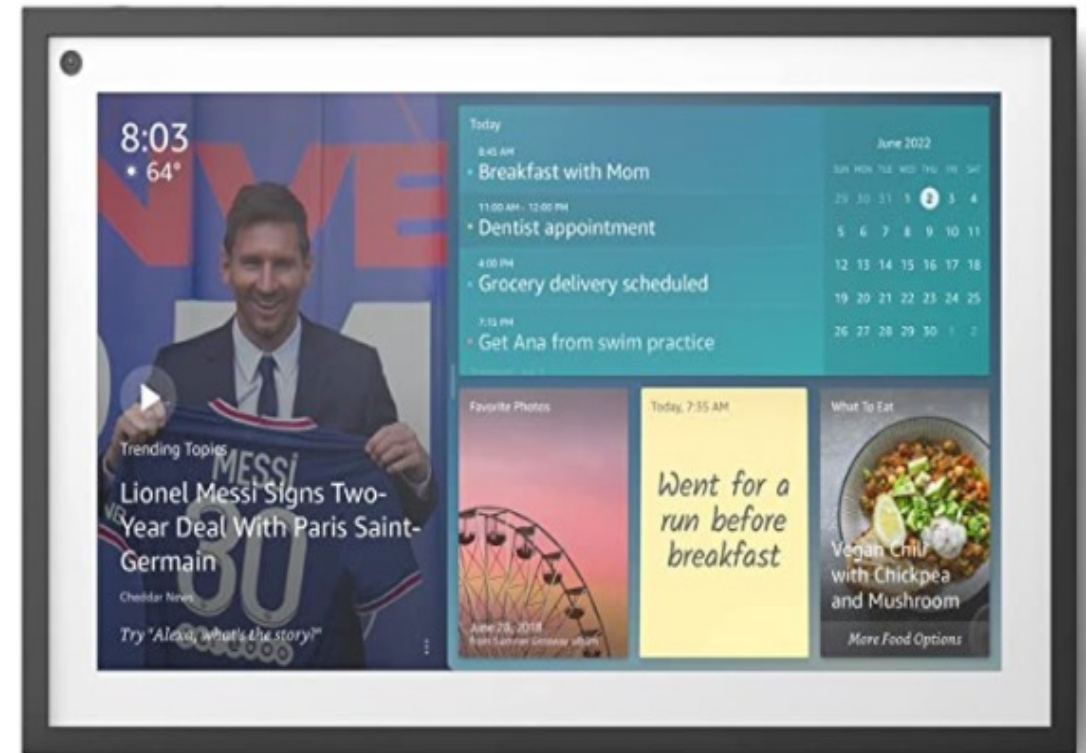
## Resources and demos:

- Using reMarkable 2 as a visual planner: [How to use reMarkable 2 for Note-taking and Digital Planner - YouTube](#)
- Demo video, [reMarkable 2 Review - YouTube](#)
- Another planner for reMarkable: [My Daily Organizer for reMarkable 1 and 2, BOOX Note and Nova Series, and Supernote A5 X and A6 X - YouTube](#)

# High Tech Alternatives: Smart Speaker

**Smart Speakers AKA "Alexa" are great for notes, reminders and timers.**

- Alexa Remember This or Take a Note - Alexa will remember things for you ---  
<https://youtu.be/5NcvMA-BwGc>
- Synch Alexa to Google Calendar --  
<https://www.makeuseof.com/tag/how-to-add-events-to-google-calendar-with-the-amazon-echo/>
- List of Alexa Commands:  
<https://www.cnet.com/home/smart-home/every-alexa-command-you-can-give-your-amazon-echo-smart-speaker-or-display>

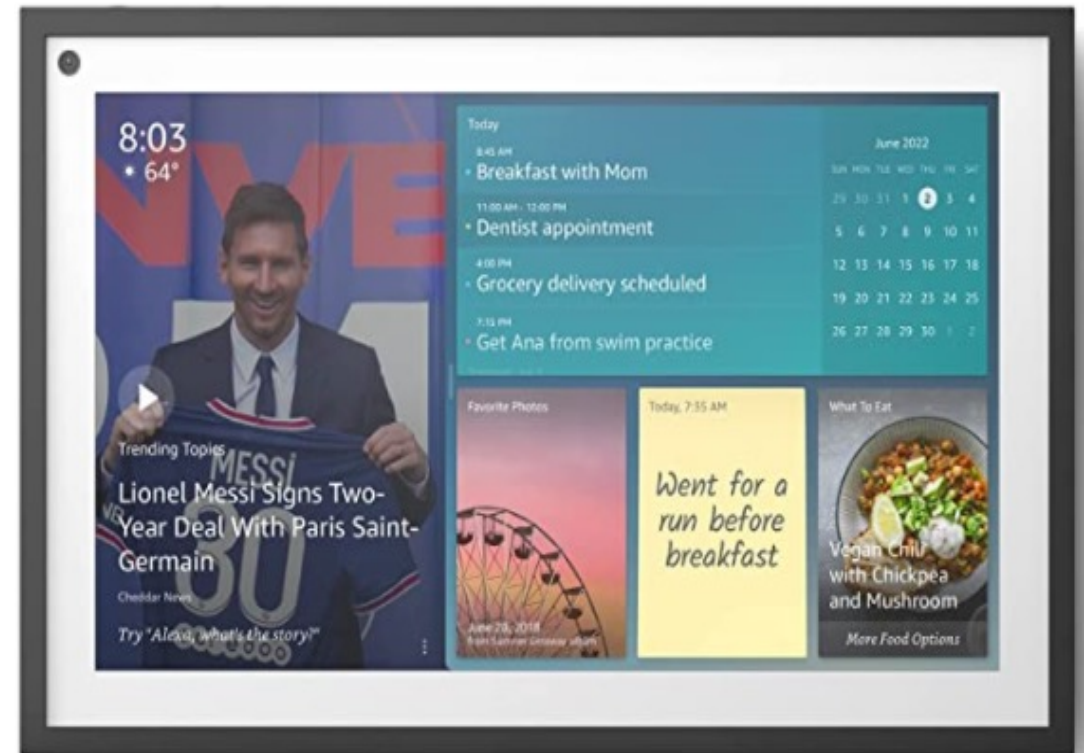




# High Tech Alternatives: Smart Speaker

## Notes:

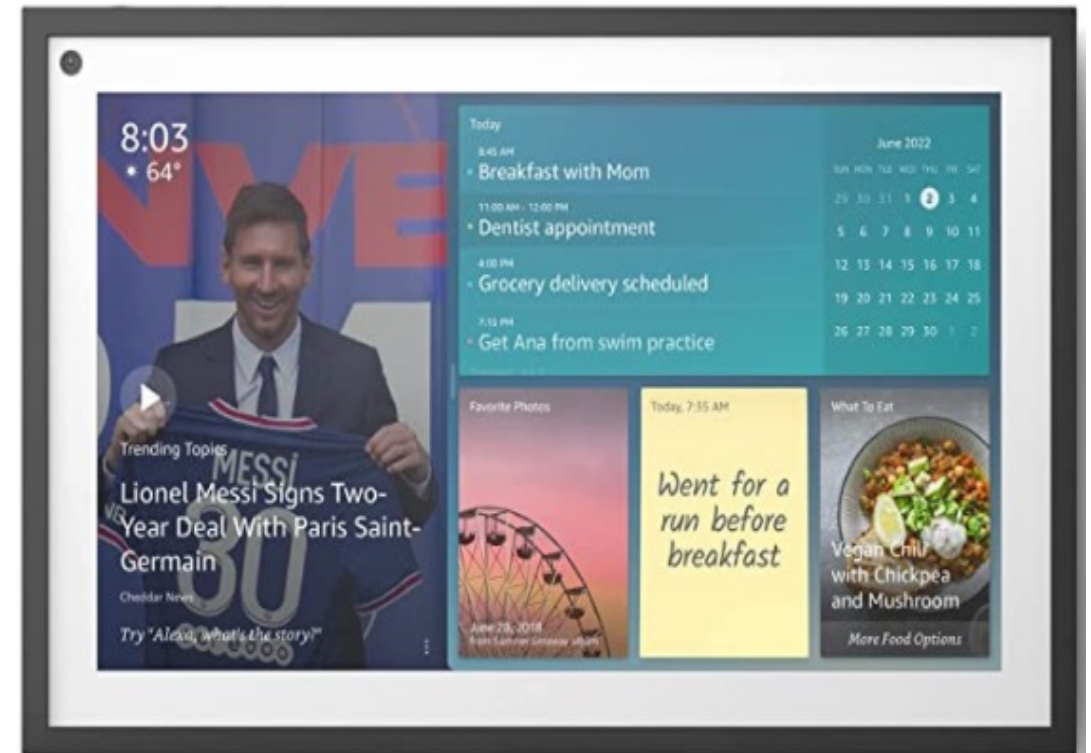
- “Alexa take a note. The neighbors to the north are Arlene and Jerry.”



# High Tech Alternatives: Smart Speaker

## Reminders:

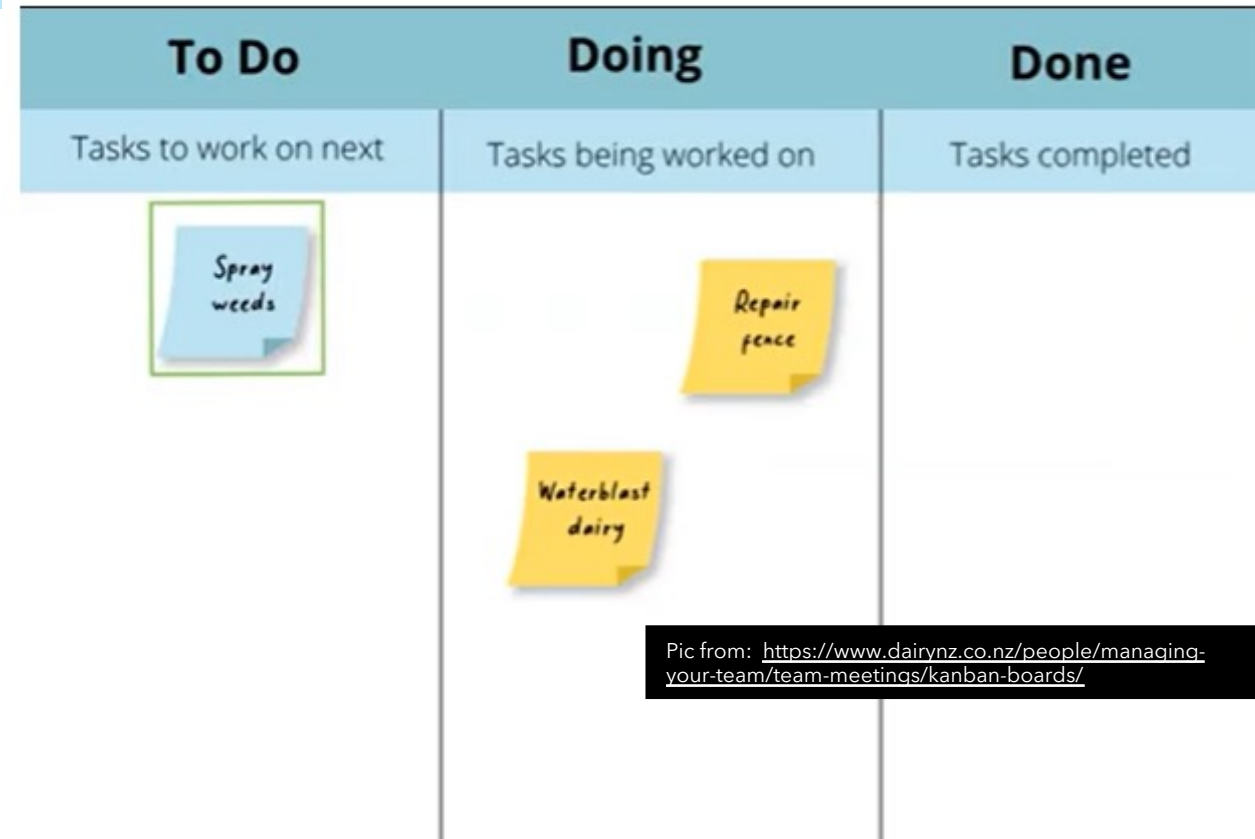
- "Alexa, remind me to take my afternoon meds every day at 4PM."
- "Alexa remind me to check the tire pressure tomorrow morning."
- And when the reminder goes off you can say: "Alexa, snooze!"
- Reminders pop up and beep on your phone and iPad with the Alexa app.



# Kanban Boards

## Simple Kanban

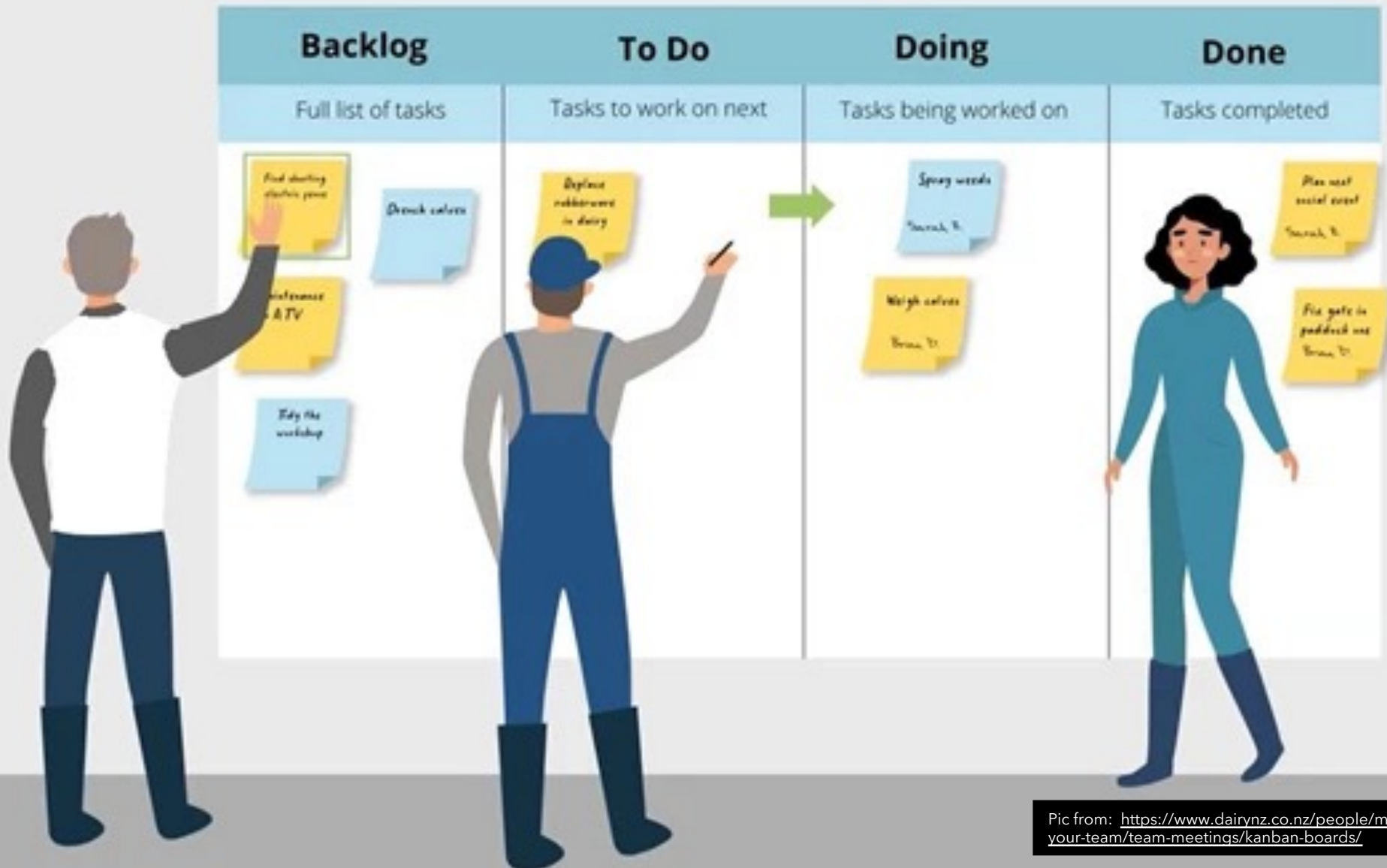
- Kanban is a system using a white board and sticky notes to manage tasks.
- Intro to Kanban:  
<https://kanbanzone.com/resources/kanban/personal-kanban/>



Pic from: <https://www.dairynz.co.nz/people/managing-your-team/team-meetings/kanban-boards/>



# As a tool for Ag Biz - Kanban Boards

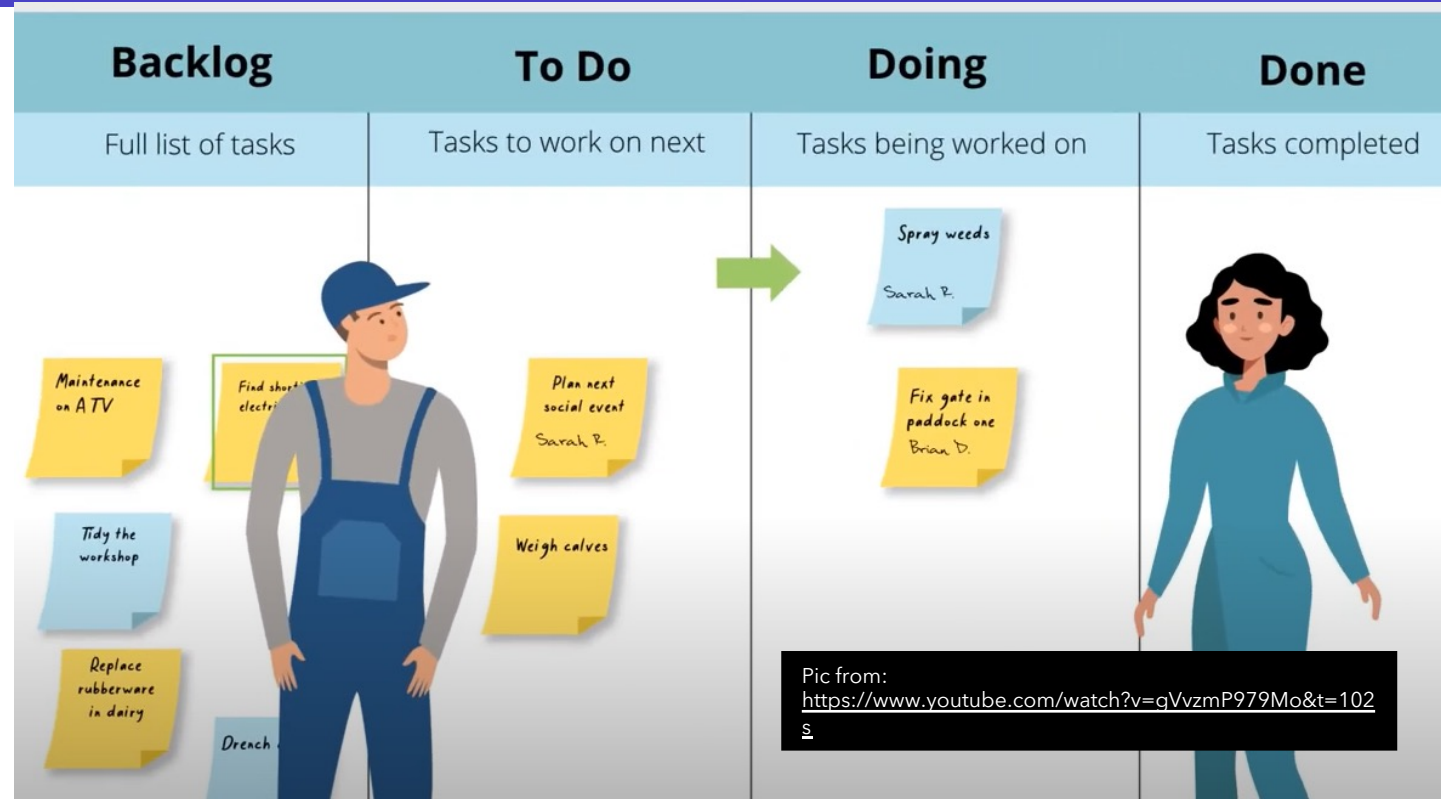


Pic from: <https://www.dairynz.co.nz/people/managing-your-team/team-meetings/kanban-boards/>

# Kanban Boards

## Using Kanban boards on farm

- Use a visual board in the farm office, this makes it easier for team meetings.
- Each task is written on a Post-It note, with enough detail for the team to understand, then placed on the board in the relevant column (Backlog, To Do).
- When a team member has available time, they select a task from the To Do column and move it to the Doing column. Each task is moved across the columns as it is worked through to completion.
- Anyone in the farm team can add tasks to the Backlog column, the farm manager/team leader generally moves them to the To Do column and decides on the priority order and the time frame for completion.
- Farm teams have suggested using the board on a weekly basis to discuss priorities, progress and celebrate jobs done well. The board then becomes central to workload discussions.



# Kanban Boards



Pic from: <https://www.dairynz.co.nz/people/managing-your-team/team-meetings/kanban-boards/>

## Kanban boards are suited for:

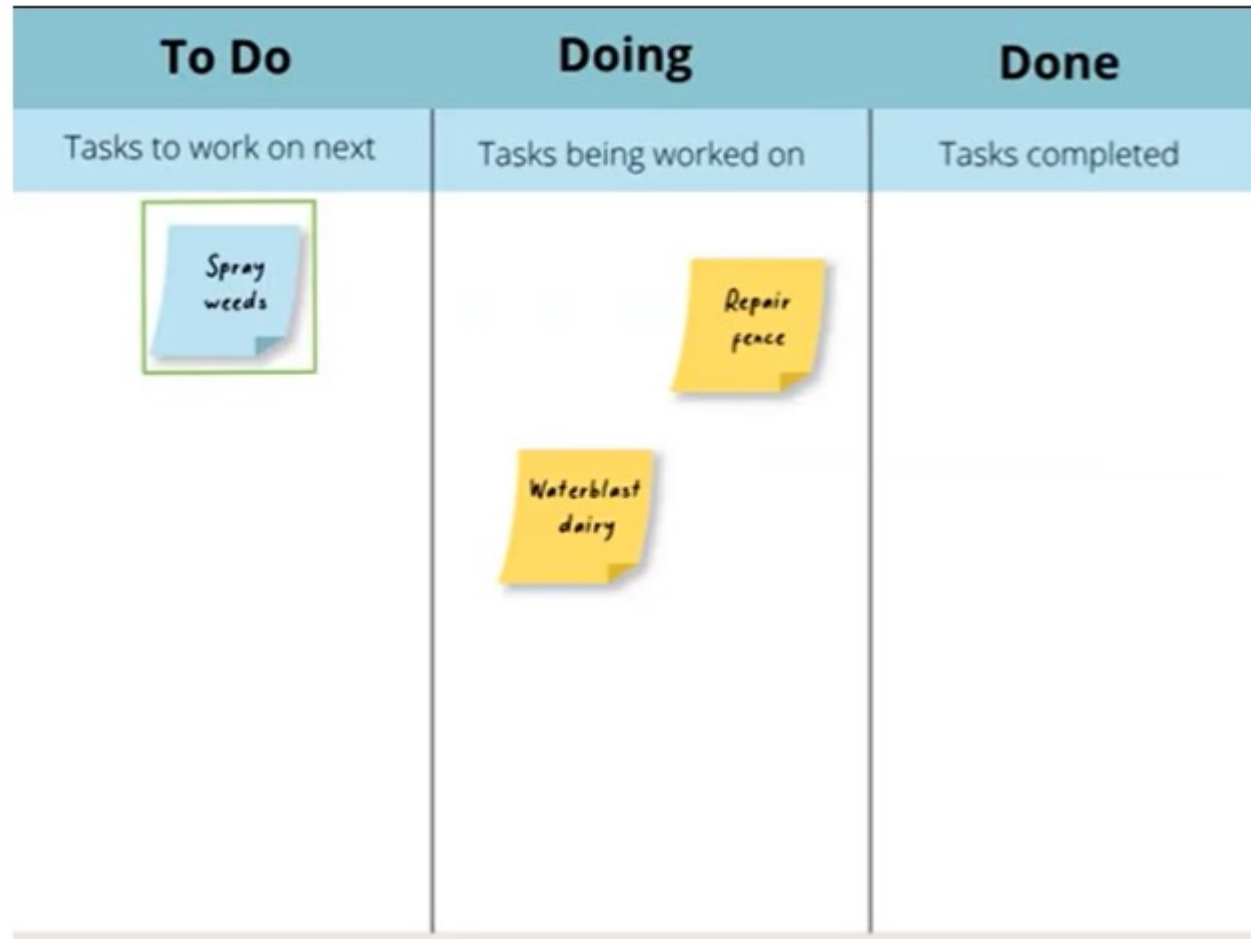
- Smaller Tasks - Jobs that can be completed in 1-2 hours
- Routine but Irregular Tasks - Jobs that are done routinely, but not every day
- Naggy Tasks - Jobs you might have to nag the team to complete



# Kanban Boards

## Simple Kanban

- Intro to Kanban:  
<https://kanbanzone.com/resources/kanban/personal-kanban/>
- Kanban in Agriculture

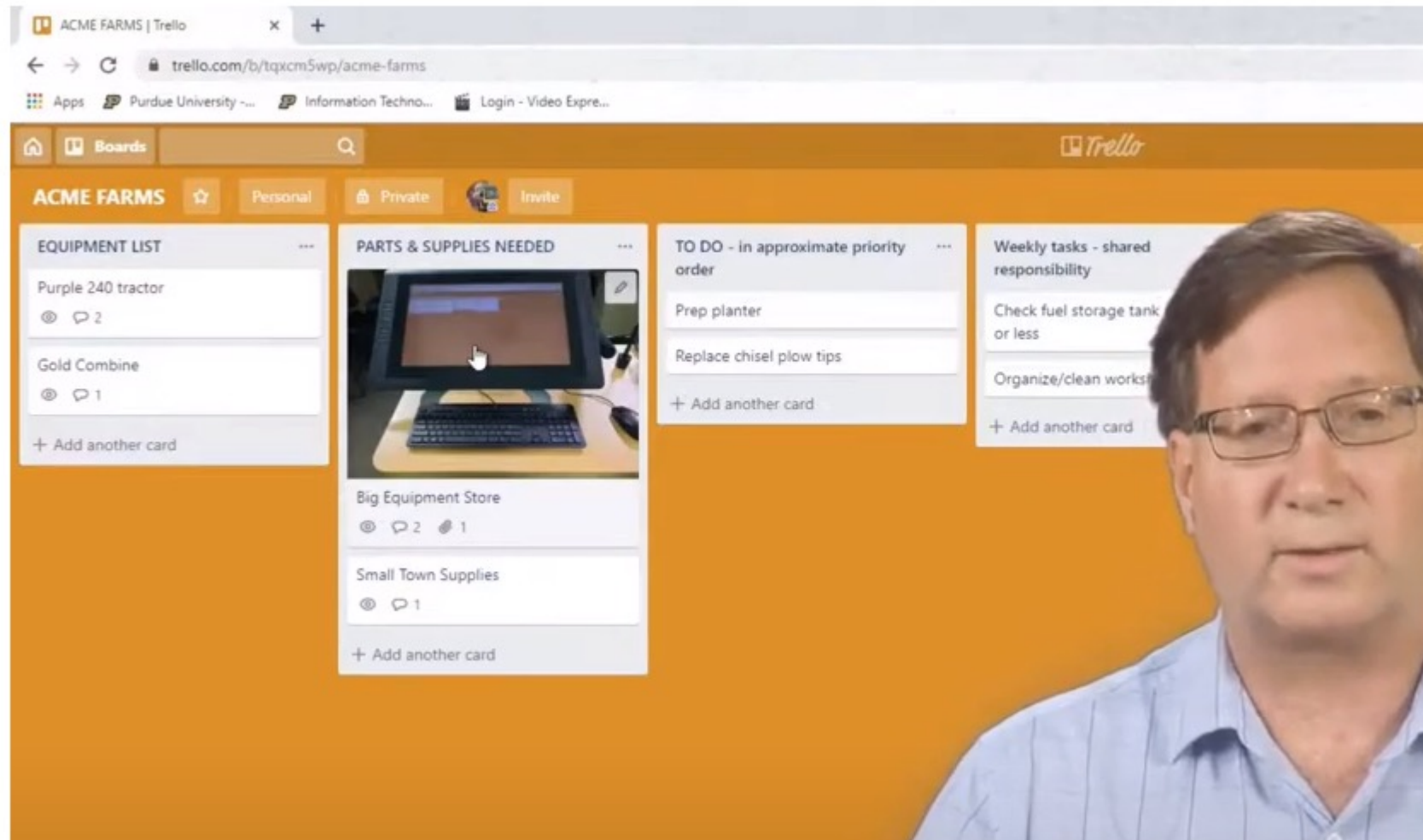


Pic from: <https://www.dairynz.co.nz/people/managing-your-team/team-meetings/kanban-boards/>

# Digital Kanban Option

**Trello is an online Kanban system.**

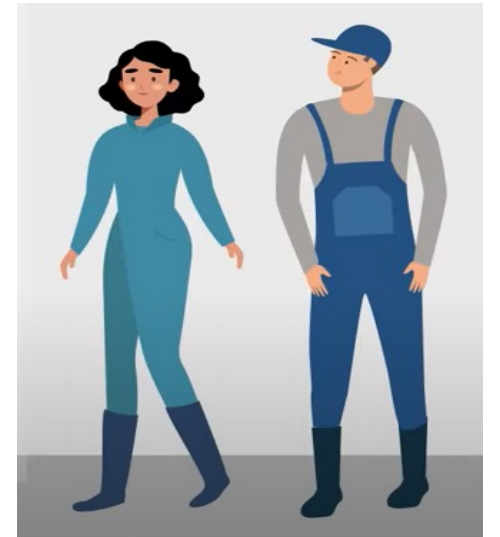
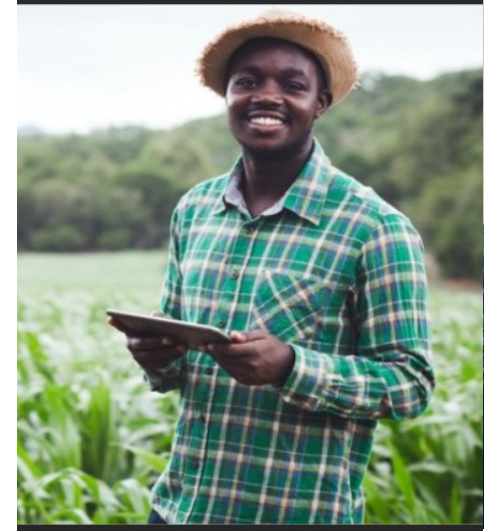
- Video “Using Trello on your farm/Agribusiness” from OATS Center:
- <https://www.youtube.com/watch?v=me7ADpNGA8w>



# Summary

Low Tech and High-Tech Solutions can make a big difference for people with disabilities in agricultural employment.

The technology is relatively inexpensive, easy for people to understand and easy to implement.







# Thank you

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**Website**

**DVR WA State**

**Assistive Tech:**

[https://www.dshs.wa.gov/  
dvr/assistive-technology-  
services](https://www.dshs.wa.gov/dvr/assistive-technology-services)