

25 Apps in 50 Minutes April 12, 2022

Tim Baran:

Awesome. Well, hi, everyone and welcome to the final session in this wonderful conference. A fun and informative 25 apps in 50 minutes. I'm Tim Baran, the technology innovation program manager at Pro Bono Net and our five All-stars who will bring you the latest in apps and hacks and tips are LaDierdre Johnson, the program manager at LSNTAP, Ariadne Brazo, the product manager at Pro Bono Net, Renee Danser, the associate director of research and strategic partnership at the Access to Justice Lab at Harvard Law School, J. Singleton, the program manager of Legal Services State Support in Minnesota, and Glen Rawdon, the senior program council for technology at the Legal Services Corporation.

And although there wouldn't be any Q&A during this session, during the next 15 minutes or so, we encourage you to share your favorite apps and tips in the chat, and we'll compile them in a list and make them available to you after the conference. All right, let me get this deck rolling. LaDierdre, take it away!

LaDierdre Johnson:

Thanks so much, Tim. My first tech tip is to use the Xbox game bar on Windows. It's super easy to use. To activate you can just press the windows logo key + G and it'll come up. It does screenshots as well as screen recording. You can directly share to Twitter if you need to do that. I really like this because oftentimes people ask me, "LaDierdre, how do you do that?" And sometimes I don't want to type out a recipe for how to do something and so I can take a quick screenshot of me doing it in three or four clicks and send it over really quick. Internally, something I've been asked a lot is, "how do you insert gifs in your email?" And I'm like, "this is how you do it." And I just have that and I can just shoot it off every time someone asks me, but in a more practical way, you could use this to make gifs or to demonstrate other things, videos and such.

Ariadne Brazo:

All right, hello. My name is Ariadne Brazo and I'm a product manager at Pro Bono Net. So one thing that I learned this year is that Google Slides is a really great mock up tool. So if you work in tech or you work with people in tech or in any sort of capacity where you've ever tried to explain to people an idea of how you would like to change something visually, you should think of Google Slides, not only as a presentation tool, but as a free form image and text tool, because you can easily take screenshots of things and then manipulate them. You can use shapes and texts and shadows and colors and all sorts of stuff.

So in this example here that you could check out in detail later, we have these results card on our Crime Victims Legal Help website and I wanted to improve

those and I had some ideas for putting in a map pin and a learn more button and how I wanted a drop shadow there. And instead of trying to just say that over an email, I decided to do that in Google Slides and give our designer a clear idea of what I wanted. There's all sorts of fun stuff that you can do there so think of Google Slides as more than just a presentation tool, it's something you can do with freeform shapes and images and stuff.

Renee Danser:

Hi everyone. I am going to be the least tech person on this call. And so I'm going to give you lots of the real practical things. You don't need to remember every slide, you could just take notes in Microsoft OneNote. I started taking notes by hand on notebook paper, scanning them in, making a file for them. Then transition to Word documents, date it, filing them in my folder every time, and then started doing them in the calendar entries, which you lose. Don't ever do that. Stop doing this, change your life, take notes using OneNote. You can import your emails. It has a direct backup to OneDrive or SharePoint. You can do fun things like draw. It's searchable so you can find your notes from a year ago just by searching key words. And you can attach documents and other files that you may want so that you can just have them at the ready when you're preparing for a meeting, you can share with a team, you can create different books for each of your projects. It'll change your life. I know you have to change your process to change your note-taking procedure but try it.

J. Singleton:

I love OneNote, Renee. So thank you for sharing that. My first app is the Document Assembly Line Project, which isn't an app itself, but instead a tool that can help you quickly create an app. In this case, a document assembly interview. As you know, forms are an important resource, particularly for those who are trying to navigate the legal system without a lawyer. It's vital that we have forms that are easy to understand and easy to use, but it's not always an easy task to create a truly user-friendly court form. That's where the Document Assembly Line Project comes in. It's out of Suffolk Law Legal Innovation and Technology Lab and it makes the process of creating user friendly forms easier. To put it very simply, you feed a PDF or a word version of a court form into a tool they've created called the Weaver.

The Weaver creates a first draft of a mobile friendly interview using Docassemble, which is a document assembly program that guides users through answering the questions that are necessary to complete their form. You still need to put in work to fine tune the interview, but the tool draws on standardized interview questions and templates for things like names and addresses that are consistent across multiple different forms. This makes the guided interview creation process much more efficient because you're starting from a rough prototype rather than from scratch. As an example, one of the

creators of this tool was able to create a Minnesota name change guided interview in about 45 minutes from start to finish. For a small office like mine, that could be a real game changer and our ability to provide these kinds of resources for our users. The Documented Assembly Line Project is also working on e-filing integrations as well as tools that will check and visualize the usability of individual forms as well as forms across an entire jurisdiction.

Glen Rawdon:

I, too, would like to give a shout out on Renee on OneNote. She got me curious. So while she was talking, I went to look at my OneNote and I found my 50 tech tips that I gave in 2005 at the Equal Justice Conference. I've been using it for a while. I'm a big proponent, but I really hate scheduling meetings. It was really terrible. Somebody sent me an email said, "when do you meet?" And so I move the email over here and I have my calendar over here and I'm doing all this stuff. And I finally discovered FindTime, which was really good because I could use FindTime without looking at everything. But that was more for one or two people. When you need a lot more people that you need to schedule, I found a better way to do it and I started using Calendly so when I do a TIG visit and I've got 50 people that I've got to interview, I can set up all of my available times, send these links to people and let them come in, first come first serve, so that they're scheduling around their schedule.

And it's just really makes things like that so much better. And I'm seeing more and more legal aid programs starting to use tools like that to schedule intake appointments, especially for online intake or when you've got a call back system. And there are lots of other apps that will do this, you don't have to use just Calendly. There's Cal.com. In fact, I went into AlternativeTo.net, which is a place where you can see alternative software and I found 55 different choices. So it doesn't have to be Calendly, but I really recommend using an app like this.

LaDierdre Johnson:

My next tip is the Password Checkup in Google. We use Gmail, my organization, and as we prioritize security, and this is more of what we can do on an individual level. Oftentimes we give our emails, even our work emails in different contacts and this is a way that you can go in and check all of your saved passwords that you have in Google. It'll check every single saved one that you have. It'll tell you if it's been compromised or not. Sometimes you get those emails that like, "By the way, your email's been compromised," but oftentimes we overlook those, maybe we don't see them, or sometimes we don't even get them or know that a specific one is compromised.

It can also test the strength of your passwords. I try to move away from the common passwords that I've used over the years and it's been nice to just take some time out of my day and to start switching those out as I realize that maybe you've been compromised or they're really weak, or it also tell you how

many times you have reused the same password, which I find really helpful because I thought I was doing well, but I had 13 websites that all had the same password, so I wasn't doing as well as I had hoped. And you can access this through your Google account.

Ariadne Brazo:

On the same thread of what I was talking about earlier with mock-ups, if you need a legit mock-up and prototyping tool, Figma might be a really good option for you. Figma is a free prototyping tool. It offers robust mock-up and prototyping tools. It is pretty difficult to learn, but the commenting and review features are quite nice, but you can do all sorts of stuff with it. You can do design review and commenting. You can do mock-ups, you can do logo generation and imagery coloring. Everything all the way to actual prototyping and including a prototype user interface, so you can test things out. Figma is, in particular, a really good tool for the commenting and design review. It's user friendly for anybody who may be new to this kind of software.

Renee Danser:

In a time of really needing to be deliberate about work/life balance, I'm providing you with some work/life balance here today. This app is not a productivity app. This is a wind down app. This is to help you find live events near you or virtual events. You can search by location. You can search by genre. You can search by dates. You can search specific artists, specific venues. You can learn what their COVID protocols are. You can buy tickets online, you can stream online. And when I say search by genre, I mean every genre. You will find Rock, you will find opera, you will find comedy, you will find ballet, you will find Dolly Parton, you'll find all sorts of genres that you like, and it does include streaming. So if you're not yet ready to get back out into the live venue show, you can still stream. And what is great about this is when we do return back to traveling, when you happen to have a free night in a location after you've spent time with all of your great colleagues, you can try to find a show in the area.

J. Singleton:

Dealing with email is a huge part of my job. And I'm guessing that it's a huge part of a lot of the folks out there, and Boomerang, which is an Outlook add-in and a Gmail extension is one of the tools that I use to help me stay on top of email. It has several features, but I'm just going to talk about the three that I use. The first one is being able to schedule an email for later. And I'm with Renee where work/life balance is really important. I use the scheduling and email for later feature to respect work/life boundaries. I don't personally have work email notifications set up on my phone, but I know that a lot of folks do.

So anytime I flex my time and I'm working outside of standard business hours, I try to schedule my emails for business hours.

I do this for a couple of reasons. First, I don't want to set the expectation for people I'm working with that I'll be working all the time. And second, I don't want my email to pop up as a notification for people who do have that set up and have the recipient using their brain space during off hours to think about my email. The other way I use schedule and email for later is if I know that somebody is out of the office and when they'll be returning, I like to schedule my email for the day after they arrive so that they've had time to return and deal with all of their email backlog. And my email is less likely to get lost in that flood of emails.

The second Boomerang feature that I use allows me to get a reminder if nobody responds to my email within a set amount of time. I use this feature if I need a response by a certain deadline and I know from past experience the recipient might need a couple of nudges to respond to the email. It's also nice because if I have a task on my to-do list that involves sending an email, I cross that task off. And then if nobody responds, that task can get completely lost and I might lose track of it. But with this feature, I can get a reminder so that it pops back up onto my radar.

And the last Boomerang feature that I like to use is the Inbox Pause. This lets you do exactly what the name applies, pause your incoming emails for a set amount of time if you need to really focus in on something else without those distractions. I believe the paid version of Boomerang, which, disclaimer, I do not have, lets you also set up exceptions for Inbox Pause so that you can get important emails through. And then also I think it lets you create a recurring schedule so that you can block your incoming emails during set amounts of time.

Glen Rawdon:

There's still places where we don't have WiFi. I know it's hard to believe in this day and age, but it happens. And that's why it can be really important to have a Mobile Hotspot for your staff. You don't have to have one for every staff person. You can have a group of them that people check out. They're really good for things like clinics, remote intake, conferences, or sometimes you might be able to use them at court. They allow multiple devices to log on at once so you could go out to a clinic and have a bunch of pro bono attorneys that would be using the same one with different laptops. It's more secure than the public WiFi's. You don't have to worry about somebody sitting there and looking at the traffic and trying to find your information and things like that.

If you don't have one, you might check your smartphone. Almost every smartphone has the ability to become my WiFi hotspot. Although you will need a data plan with your provider. For home internet, there's some new products

out there, one by T-Mobile and by Verizon that I know which are 4G and 5G gateways, which add good access to the internet. I've been using the T-Mobile one now for over a year and I get 150 megabits per second down and 50 up and it costs me a flat \$50 a month. And you don't have to have any connections to any outside wiring or anything. It's just a little box that sits there. This is something that could really increase your productivity, so use a mobile hotspot when you need access and there's no WiFi available.

LaDierdre Johnson:

My next one is Ring Central. The Michigan Advocacy project moved to Ring Central just before the pandemic. We couldn't have made a more strategic move and I wanted to highlight this because I love it. Especially as someone who works a hundred percent remote. I don't have any hardware, so I don't have a telephone, it's cloud based. I can talk on the phone, video, or do text message, and fax. Not that I've faxed in my lifetime, but it really integrates well with the Google workspace and Microsoft Teams. My voicemails come right to my email and I can listen to it. What I really like, also I'm working from home sometimes, I don't know if other people feel like this, but I feel like I'm very glued to my chair. Now I can talk on my mobile phone and continue, go downstairs and grab a snack while I'm on a call. I don't like talking on the telephone through my desktop. I love that I can just switch over to my mobile device and I'm good to go. I also love that you can see if your colleagues are on the phone before you call them. It can set statuses and such.

Ariadne Brazo:

Not everybody sees color the same way and some people only see certain colors. This is an accessibility issue. You may not be able to tell all the fabulous colors going on behind me. Color contrast standards are really important because what people can see is the contrast between two colors. Especially if you are operating in a space where you need to seriously adhere to the WCAG 2.0 guidelines, there's a free color contrast tool through a WebAIM and I used this a lot as we were redesigning LawHelp this year. I can't tell you how many hex codes I've entered in there and checked for contrast, I don't really want to know. But it works in two different ways. One is you can take a hex code and you can say, "okay, does this meet color contrast standards?"

Or maybe you are wondering about a website with a vendor and you're like, "I don't know if this meets color contrast standards." You can pull those text codes and put those in. The other way is if you're trying to decide on a color palette, you can also click into the little color boxes there and move it around just like you would select any other color in any other app where you get the whole color wheel. I love it. And it's super simple and free. So check it out.

Renee Danser:

That's a great tip. We do a lot of graphs and it's really important to not only have good color contrasts, but also to have all the texts so that people can use screen readers and easily see your graphs. If you're visualizing a lot of things, it's important to either describe it or make it accessible for a screen reader. The next thing I'm going to talk about is Jabber, which is similar to LaDierdre's Spring Central. Jabber is a Cisco product, so it integrates with your desk phone. The thing that we probably all stopped using even pre-pandemic, but the nice thing about Jabber is this is how you're getting your voicemails in your email to begin with, and so when you're working remotely, you're going to get your voicemails from your desk phone to your email.

It mimics your desk phone, so if you have the app on your cell phone, just like Ring Central, you can call from the app and it looks like the call is coming from your desk phone. That's good for client contact. It's good for fooling people into thinking that you're in the office. You can also instant message with your team through this. I know that we all miss AOL instant messenger so this is the next best thing. And it allows you to set status so if you are doing a presentation, you can avoid interruption rings, for example, while your Jabber is up, it integrates with your calendar so it will do that intuitively for you if you're good at calendaring things for yourself. So just like LaDierdre said, untether yourself from the desk and do this at least until we give up on voice calls altogether. Right?

J. Singleton:

I know that you talked about the Legal Kiosk Project for those of you who attended yesterday's rapid fire session, but I wanted to give a quick shout out in one of my slides to the Legal Kiosk Project. This project is an initiative that was started in Minnesota during the pandemic. During the pandemic, so much of life, including the legal system went exclusively online. And, like in other places, many Minnesotans, particularly those in rural Minnesota don't have access to the technology and high speed broadband that many of us take for granted. This was a real problem when court hearings, meetings with lawyers, and so many other things went online and the Legal Kiosk Project puts that technology into community spaces for folks to be able to access for free.

The kiosks are just computers that allow users to access legal information, apply for legal aid and at some of the kiosks, which are in private locations, you can attend virtual hearings and meetings and print and scan documents. In Minnesota, we've been able to place over 250 kiosks into community spaces and we're really excited to see how much further we can go with this project to be one piece of that puzzle to help bridge the digital divide. And as we talk about all the great apps and other technological developments, I encourage everyone to think creatively about how we can make sure that those developments reach as many people as possible.

Glen Rawdon:

I wanted to emphasize the need for good backups. When we're working remotely, it's really important that we have files that are accessible to our workforce from wherever they are. This is usually done by moving things to the cloud, and by cloud we just mean a server that's somewhere else. We don't actually mean that it's up in the ether somewhere. But it's really important that you get into a habit for backups of what we call a three, two, one, where you have three copies, the original and two copies, on two different types of media that contain these and at least one of them ought to be offsite. There's a bunch of places that we can do this. Office 365 comes with OneDrive, Google Apps comes with Google Drive, Apple has the iCloud drive. And then we have commercial products like Box and Dropbox.

You've got lots of options of where to keep these. And it's really a good idea to do that, but for your own personal files, if you want to make sure you've got backups in places like Carbonite, iDrive, SpiderOak ONE that all provide storage and automatically back up your files. There are two kinds of hard drives, those that have failed and those that will fail. So I just want to be sure that you keep your files somewhere in the cloud so that you always have a copy.

LaDierdre Johnson:

Another plug for Google, just because that is what we use here. Google Calendar, I am a sucker for a one stop shop and they continuously add features to Google Calendar that I love. When making an event, sometimes things change and you need to communicate to the guests of your meeting. It's nice that you can quickly chat with them if they're also in Google or you can send them a message. You don't have to try to find everybody's email. You can just click. You can have meeting notes. I'm the type of person, I think a lot of us, we have so many meetings, we're like, "what did we talk about last time," or, "what should we be talking about?"

Something else I love is while we do have Zoom and other platforms for video, there's a button where you can just use Google Meet, which is really nice. You don't have to go back and forth. And then one of my favorites is scheduling focus time. I'm a person that has to do this, or I feel like I never get anything done. So it's really good for my colleagues to be able to just pop into my calendar and be like, "oh, LaDierdre's working on this during this time."

Ariadne Brazo:

LaDierdre talked earlier about password managers through Google. If you're like me and you have a profound distrust in big tech, especially Google, you can use a tool called LastPass. This is what I use. The first question I have for you is, do you have a password manager? If the answer is no, that's a problem. Because if you think about it, your passwords are a key chain. For your keys at

home, your car, your bike lock, your office, your anything, would you use the same key for all of them? No. That's super dangerous. You wouldn't want to pass that key around, right? That's nuts. So web security is crucial these days and you need strong passwords and those passwords need to be different for each tool that you're using each site, each app, but it's really frustrating.

It's hard to remember all those passwords. If you use the password manager, you can easily fill those passwords through a mobile app and through a browser extension, LastPass is an independent app that does this. They're great. I even do the paid version because I think they're that great. We're so accustomed to all these free tools, but those free tools are a Hansel and Gretel situation where they're tricking you to come in so that they can steal all your data and surveil you and stuff. So something like last pass is great because they have a really great integration on the mobile end and on your browser extension.

You just need to learn a pass phrase for your master password. If you're not familiar with pass phrases, a pass phrase is easier to remember, such as Tim is the best coworker around town. Something like that that's easy to remember but long, those are really good, and yeah, 1Password is another one. I do encourage you to do the paid version. It's not that expensive and it's good to support these businesses that are doing this independently, but yes, get yourself a password manager, please. It is so crucial. It's so important.

Renee Danser:

Moving on to another work/life balance app, fitting more in the life portion of the work/life balance. This is Duolingo. Duolingo will let you learn a new language. You can set your daily commitment, mine is five minutes. That's the lowest level of commitment. You can set it up to 20, but I didn't think that I could manage 20 minutes a day. And I think I'm right. I've been doing it for over a year, learning Italian, but you can pick all sorts of languages. They don't have to have an alphabet that you're familiar with either. So it can be any language. They gamify the process. You get rewards for doing a good job for meeting some goals for moving on to the next level. It's cartoon focused.

And it's free if you're willing to watch ads, which I think most of us are. They're short ads. The only caution I have for you is this owl will own you. It will ping you. It will give you push notifications to do your daily commitment. And it will do this in many different ways. Sometimes it will be like, "oh, I miss you. I like you so much. You should do your Italian today." Some days it will say things like, "well, you're really lazy today. You're not doing any Italian."

It will also try to find the times that you normally do it. And it'll start paying attention to what your patterns are and give you a push notification right away. But sometimes you will not have done your Italian and it will give you two push notifications in succession. So as long as you can handle that level of nagging, it's really cool. It is a way to take a break during the day when you're

in between meetings or right before you start your day or right when you end your day and it will help you wind down.

J. Singleton:

That is awesome. My partner is on a three year streak on Duolingo. I'm going to talk about SharePoint sites, which is a little bit less exciting. I discovered SharePoint sites about a year ago. I first used it simply as a centralized place to store documents for a couple of coalition groups that my office helps to manage. I set up a simple SharePoint site that organized the relevant documents and highlighted upcoming meetings. And then I invited everyone to view and edit this idea, an Office 365 group. But a few months later, I was looking for a knowledge base to help my office manage business processes and to track projects for our statewide legal information and referral website, LawHelp. I was able to create a SharePoint site that met my needs. It consolidates everything into one site and is a lot easier to navigate than a traditional document library, which is what we had been using before.

The functionality of SharePoint sites extends, I think, far beyond what we're currently using, but the two tools that I've most heavily relied upon are Pages and Lists. We use Pages to document all of our processes. They essentially work like a page on a website and they're really easy to create using just drag and drop design process and there's a simple text editing tool. It's also easy to cross reference other processes and information and add quick links to get people to external resources. As you can see in some of my screenshots, it's also easy to add fun, little pictures that make it more engaging for folks to use. We also use Microsoft Lists to track the progress of current projects, ideas for future projects and any bugs that we encounter on the site.

Lists are similar to a nicer looking spreadsheet in my mind. You can do things like designate the owner of a project, organize your projects by priority and store different notes associated with projects or bugs that you're running into. The biggest benefit that I've seen is that because the SharePoint site is a lot easier to use, people are much likelier to use it, believe it or not. So rather than having to navigate through our old document library where people had to open up multiple word documents to try to find the information they were looking for, they can navigate through many website to find that information. And so far it's been a success for us.

Glen Rawdon:

I've been using a Chromebook for some of my personal computing for quite a while. I really like them because they have a lot lower hardware platform that they need. Battery life is really good, and there was an open source version called Chromium that if you were real nerd, you could get Chromium and download it and install it on some of your other computers and run it. But Google's now come out with a version for the public called Chrome OS Flex, so

it's supported by Google. If you are using any of the cloud-based management systems from Google, you can take this and load it onto other hardware and it's compatible with that. One of the things that it's really going to be useful for is giving new life to old hardware. If you've run the Windows 11 compatibility check on any of your older computers, you've probably been told that it's not compatible.

I didn't even know I had a trusted platform module until I was told that I had one and so I could load it and another one of my computers. But you can download this to a USB drive. You can then put it into an old laptop, an old computer and boot from that. And you can actually run the operating system from the USB drive. You don't have to install it on the hard drive to see how it runs to see if it does what you want it to do. Then if it does work, you can install it onto the hard drive so that you can boot up directly from that. There's some real advantages to this. Even if you're a Microsoft Office 365 user, you can still use the Chrome operating system to get into the online versions. This is something that you could take on an old laptop, take it with you somewhere and still do your office work, you could set up a lab for people, you could set up clinics for people to access the web. And it's all free and supported by Google right now. So this is something that, before you throw that old laptop into the landfill, maybe try the Chrome OS Flex and see if you can revive it.

LaDierdre Johnson:

My last tip here is a productivity app. There are so many out there, I've used so many, and oftentimes I sometimes get bored with them. This one is really cool, just because it partners with Trees of the Future and actually plants trees when you stick to your timer and stay focused and don't switch over to websites that distract us. And so it works similarly to all the other productivity apps. You set it for a specific time, you push go and you watch your little tree. Your tree will start to virtually grow as you stay focused. And then they allow you to make levels, it's gamified as well. So you make this kind of tree and if you do that many times you upgrade and make a different tree and you'll be able to see your virtual forest but it's just nice that it actually does plant real trees as we try to save our planet, being productive all at the same time.

Ariadne Brazo:

I have never been someone who makes many cocktails, but I have a friend who's really great at it and I found out that their secret is the Highball app. This is a cocktail recipe storage app. Now, when I cook, I use my Notes app on my iPhone for all of my recipes. But the Highball app allows you to create these pleasant little cards. You can customize all the ingredients. You can customize the image so you can create an image that looks just like your drink, and they're really pretty icons and a pretty color palette. You can also download recipes from their standard library.

You can share recipes. The sharing function's really great. It basically exports an image with a QR code. You send it to your friend and then that app will automatically import it for you, which is really great. I just got a book on Tiki bar cocktails and so this has been really great, because I've never realized what a soothing and relaxing experience it is to make fancy cocktails, because you get to make all sorts of fancy, simple syrups, like cinnamon syrup and marjoram syrup and stuff like that. And then it's just really fun and creative and makes it easy and it takes a lot of the mystery out of it. So, I encourage you to use that. It's a really great app. I really enjoy it.

Renee Danser:

That is great. My pandemic hobby, other than Duolingo, was really beginning to cook more elaborate recipes and so this will be a nice addition, the Highball app, to those. My last app is Miro. It is a board style collaboration app. You set up a board, you invite your collaborators and folks can comment and add stuff to your board. You can zoom out and zoom in. It's asynchronous. And I've seen courts using this, which is why I wanted to bring it up as a way to learn about trial readiness. Judges are posting their trial list for the day and attorneys are able to come onto the board, put a comment about their readiness or what their plans are for continuance or ready to go.

And it helps the court as well as the attorneys be prepared as opposed to getting there on the day of a trial and learning whether or not your trial is ready. It takes some of the potential gamesmanship out of the day in court and allows for a more productive trial readiness calendar. And once you get the hang of the zooming in feature, which I think is one of the more difficult pieces, it transcends your monitor. It is a really cool collaboration app if you need something visual to help spark motivation.

J. Singleton:

My last app is Headspace. Many of you might know Headspace as a meditation app and this is how I was first introduced to it. But I now use it for a lot more than just meditation. The features that I use that are the most directly related to work are those found under the focus tab. The app has a large library of music that's curated specifically to help you focus. I found that if I go back to specific playlists in the app and pair them with specific types of tasks, as soon as the music starts, it cues my brain to get into that focus mode for that particular task. This is what I always end up using when it comes to grant reporting time because I always struggle to just sit down and start writing. In addition to the focus music, I also find some of the many meditation and mindfulness activities to be helpful in a work context.

Headspace has broadly applicable activities, but they also include activities that are specifically meant to prepare you for stressful events. For example, they have many meditations that are designed to calm your nerves before an

interview, or to get you ready for a presentation like this one. Finally, I wanted to give a shout out to Headspace's Sleepcasts. We all work better when we get enough sleep and Headspace's Sleepcasts have saved me many times. They have a large library of very soothing stories that change slightly from day to day. It's everything from visiting a shop or spending an evening in nature or my favorite one is the cat marina where you take a stroll down a river and you meet different cats. And then my partner and I always ask each other, "what was the last cat that you met before you fell asleep?" I just love Headspace and the Sleepcasts in particular. Most of these features on Headspace, I believe require the paid subscription, which is currently around \$70 a year, but I found it well worth it.

Glen Rawdon:

And what would a presentation on working remotely be like if we didn't actually talk about an app that lets you work remotely. That's why I wanted to mention Chrome Remote Desktop. We've probably all seen things like Team Viewer, Remote PC, GoToMyPC, so that you can log into one computer from another computer remotely, but you don't have to buy a software like that. You get a free software from Google called Chrome Remote Desktop and it works very well. This is something that you could use between your home PC and the office, as long as you work with your IT department to make sure that they're okay with you using something like that for remote access, they've got the right ports open and all. I use it at home because I've got, well I'm geeky and so I have a headless server that I use to run Rune music software that take keeps track of all my streaming services.

But I don't want to have to have it hooked up all the time and hooked up to a monitor and keyboard and mouse. So I've got it hooked up with remote desktop and I can log in from another PC and actually get in and control that desktop without ever having to have monitor, keyboard, or mouse. And there's even an Android app so that I can log in from my tablet or phone and get a little screen top and move around and control my Windows PC that's all running remotely. I thought this is something you should know about, especially since it fits right within legal services budget of being free.

Tim Baran:

All right, that's a wrap. That was awesome. Thanks, team. That was great.

We have a couple of minutes before I turn it over to Helaine to close out the conference. I want to take a minute to acknowledge the tragedy that's unfolding here in Brooklyn with the subway shootings and for grace, for everyone that's involved, including everyone on this call with our divided time with not just that tragedy, but with everything that's going on in the world. And we have to pay attention somehow to the work that we do, the work

makes a difference in people's lives. So just wanted to acknowledge that and not just the tragedies, but grace for us all.