

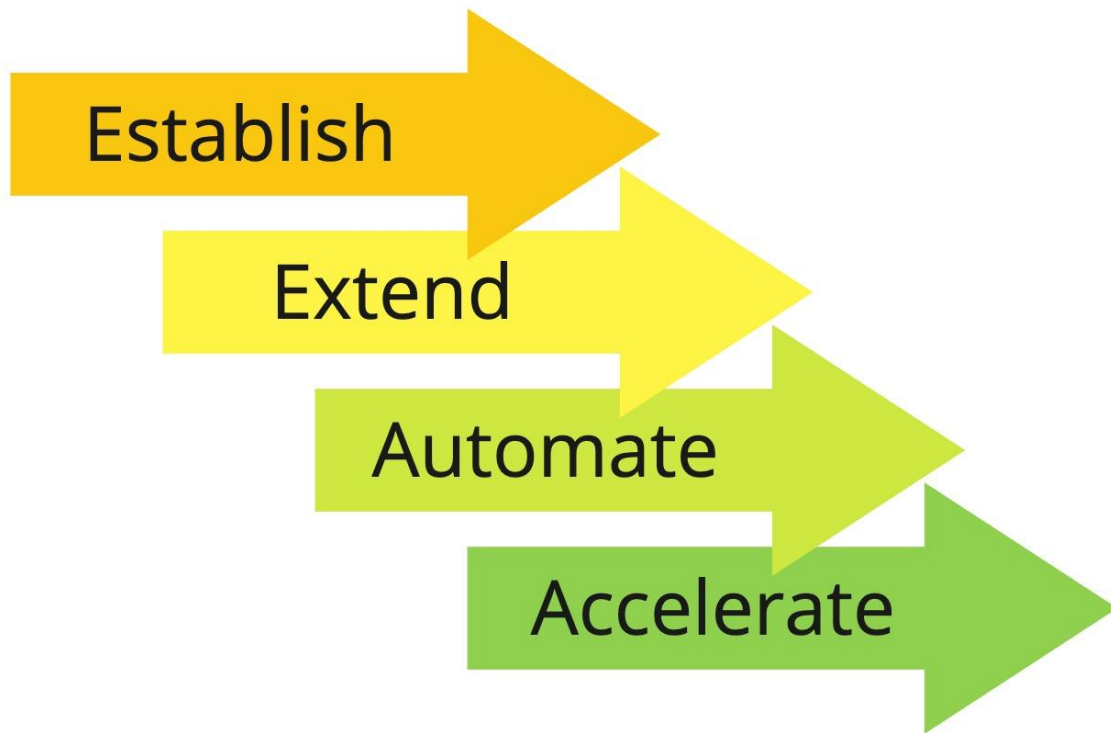
Making Tech Work for You

Levering Technology for Small Organizations

To anyone who is able, I invite you to
turn on your camera so I can see
your lovely face!

My name is Tim!

Our Agenda



Stop fighting it! Use blockers!



Cold Turkey



AppBlock

Establish

Being in the cloud and being a
“techie” are not optional.

What three tools do you use every day?

Pick one and spend 20 minutes a week learning about it on YouTube.

Tip: Start with spreadsheets. They are a key to the data future.

Learn shortcuts.

Google the following: “[SOFTWARE NAME] shortcuts pdf”

[Word Shortcuts pdf](#)

[Chrome Shortcuts pdf](#)

Use your data.

*This means using spreadsheets and
keeping your data organized!*

Google Workspace **Or** **Office 365?**

If you are starting (over), go with Google.

1. User-friendly design.
2. Ease of collaboration.
3. Less is more. None of us needs all the options.
4. Young people (aka potential new hires) know how to use it.



Tip: You will likely need to be able to access both universes.

Extend

Leverage existing technology.

Extensions in the Chrome Web Store

1. Tiny pieces of software that are added on to another piece of software.
2. And like any software, there are good and bad options. Check out number of downloads.
 - a. If an extension has been downloaded a lot, it probably isn't junk.

If you are interested in receiving a copy of this presentation, please complete the form linked in chat.



Reduce YouTube Temptations



Unhook - Remove YouTube Recommended Videos

Zoom Extension for Chrome



AdBlock Plus - Ad Blocker for Chrome



NOTE: Ad-blockers can affect site functionality.

Power Tools for Google Sheets



Yet Another Mail Merge for Gmail



Yet Another Mail Merge



Automate

Almost any rote activity can be automated.

Automation does NOT require coding.

Automation: Key Actions

1. Rethink Workflows

- a. Do not simply automate your current processes

2. Structure Data

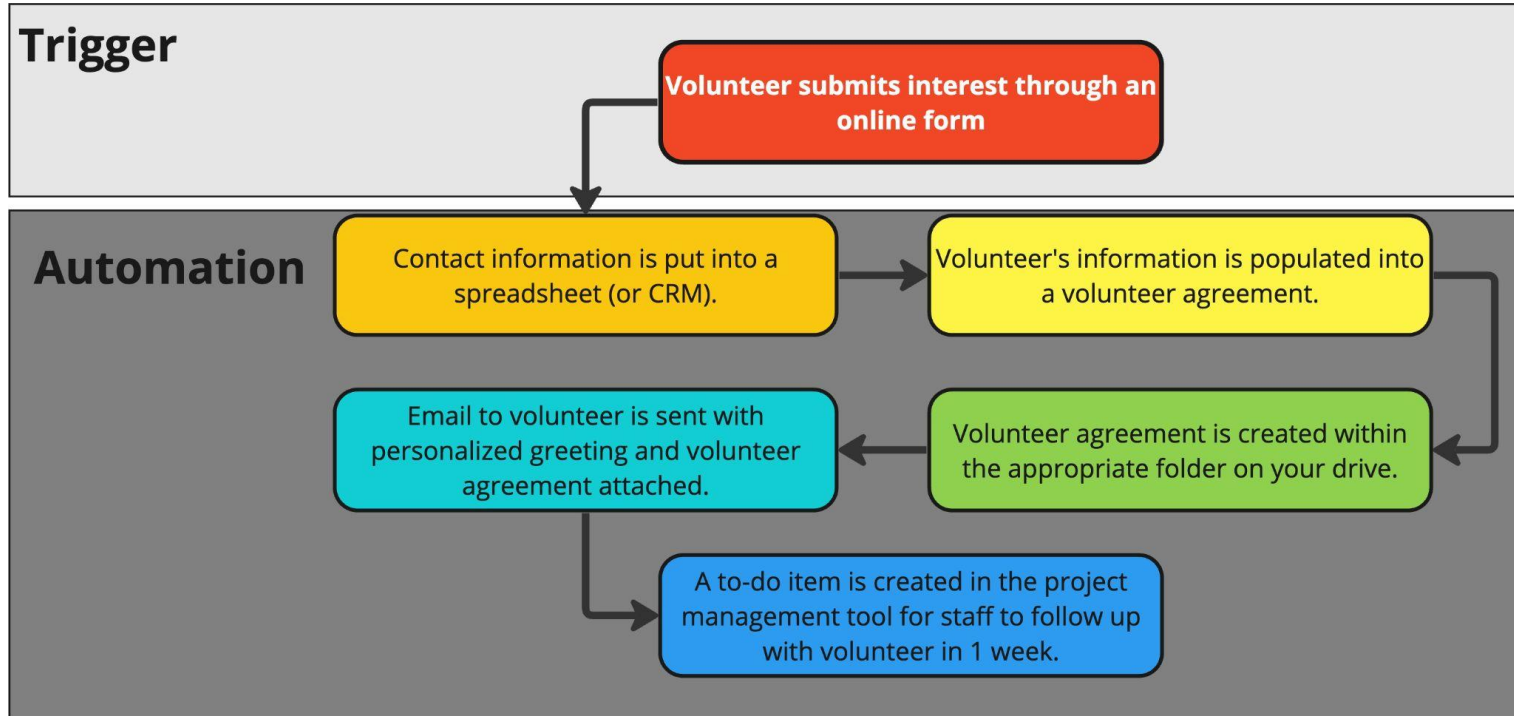
- a. Use unique identifiers (*start doing this now*)
- b. It has to be computer legible.
 - i. This typically means dates running down columns and data points across rows in a spreadsheet.

Automation Tool

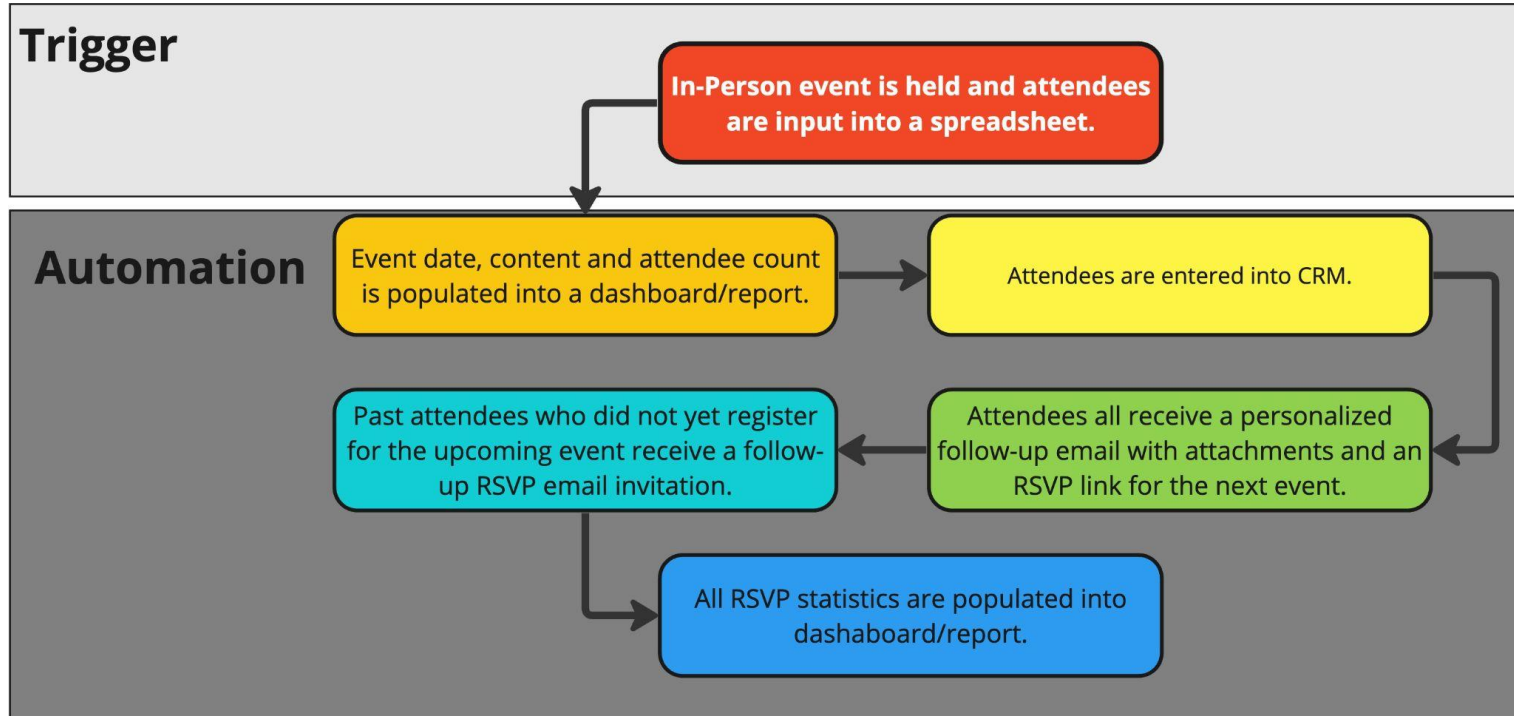


There are numerous alternatives.

Automation 1: Volunteer Interest



Automation 2: Event Attendee Follow-Up



Accelerate

AI is here...kinda.

AI Key Points

1. Current AIs are Large Language Models
 - a. Trained on immense amounts of text and data (of which 99% does not apply to us in functional way)
2. Will be more useful as they become more specific (*and personal*).
 - a. E.g. [Bard](#) is currently available for anyone with a personal Google account through extensions.
3. The primary skill with LLMs is writing prompts.
 - a. Domain knowledge is an advantage.

This is very much the AI primordial ooze phase.

1. AIs can hallucinate.
2. There is bias.
3. Dominant culture prevails. (*Emphasis is given to “high quality” examples.*)
4. AIs tend to respond with complete confidence compared to Google.
5. Emergent properties?

In my opinion, AI is currently useful for:

1. Writing first drafts.
 - a. Write me an email invitation to a silent auction fundraiser with a winter theme.
2. Providing ideas about processes (*which are also first drafts*).
 - a. Write me a plan for creating an online entrepreneurship course for teenagers.
3. Providing some technical advice (*ChatGPT vs Google support forums*)
 - a. How do I count all the names in a Google Sheet?
 - b. [Zapier dashboard](#)



ChatGPT

Let's try some prompts.

Write me an email invitation to a silent auction fundraiser with a winter theme.

Write me a plan for creating an online entrepreneurship course for teenagers.

How do I count all the names in a Google Sheet?

How to write good prompts:

1. Just ask ChatGPT: “How do I write good prompts for ChatGPT?”
2. Tips
 - a. Establish Context
 - b. Be Specific
 - c. Take Turns
 - d. Test and Iterate
 - e. **VERIFY ANY RESULTS WITH THE REAL WORLD.**

I repeat:
Verify any results
from AI with the real
world.

Order of Operations

1. Use blockers.
 - a. *This is a hill I am willing to die on.*
2. Get good with your current technology.
3. Once you are good, use extensions and begin automation.
4. Use AI to help you get started and do some learning.
 - a. Automation is a better bet than AI right now.

Questions or comments?