

Setting up Tea Timer with Pocket Sandra

1. Download Tea Timer (free). Install the program.
2. Put an icon on your desktop, by going to Start Menu, All Programs, Tea Timer. Right click the Tea Timer program icon, and create a shortcut. Drag the shortcut to your desktop.
3. Download the Pocket Sandra audio files. I recommend putting these files in a Pocket Sandra folder on your desktop, or in My Documents.
4. Open the Tea Timer, by double clicking the icon on your desktop, then double clicking the icon in the Tray at the bottom of your desktop.
5. Click the Configure tab.
 - a. To load each of the Pocket Sandra audio files, click the Browse button, locate the file on your computer, and click Open. This returns you to the Tea Timer Configure screen.
 - b. Give the file (sound) a name. I give them the same name as the downloaded file. (For example, Breathe Short for the first file, Move & Focus at a Distance for the second.)
 - c. Click the Add button. As you add each file, it should appear on the list of available audio files.
6. Make sure the “Play audible alerts by default” box is checked.
7. Click the Edit Presets tab.
8. Here is how I have the timers set on my computer. Ultimately, set them in whatever way works for you.

#1 Name: Pocket Sandra 30

Minutes: 32 (The unusual number of minutes decreases the occurrences of multiple reminders going off at once, when you are using several timers simultaneously.)

Go to the Sound pull down menu, and select “Breathe Short”.

Click the “Play” arrow button, next to the Browse button, to test it.

Check the box for Repeating. (So your timer automatically repeats.)

Click the Save Preset button.

#2 Name: Pocket Sandra 75

Minutes: 77

Go to the Sound pull down menu, select “Move & Focus at a Distance”.

Click “Play”, Check Repeating, and Save.

#3 Name: Pocket Sandra 2 hr

Minutes: 2 hours, 2 minutes

Go to the Sound pull down menu, select "Breathe Short". (Soon there will be another file to download.)

Click "Play", Check Repeating, and Save.

#4-6. For now, I recommend deleting these. With the others repeating, it will be enough. When I have more audio files, I will offer more suggestions.

9. Now, start the timers

Click the Set Timer tab.

Click on whichever timers you want to start.

I recommend starting all three timers at one time, 30, 75, 2h

10. Close the Tea Timer. The timers will continue running, with the icon showing in the Tray.

11. Personally, I close the individual "stop watches" that appear on the screen, showing the time remaining for each one.

12. To check the status of the running timers, open Tea Timer and click View Timers. Click each one listed to see where it is.

13. Sit back, do your work, and follow along with Pocket Sandra when she speaks to you.

13. I recommend starting Pocket Sandra's reminders whenever you start working at the computer.

ENJOY