



Level up Your Efficiency: Organizational Tools for Teachers

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June 11th, 2021

Handout

Breakout Room: Discussion

In your current context, which apps would be in your top 3?

File Organization Tools	
Canva https://www.canva.com/	Tutorial
Google Drive	(Color Folder) Tutorial
Google Chrome	(Group) Tutorial (Bookmarks) Tutorial
Task Management Tools	
Google Keep	Tutorial
Trello	Tutorial
Focus To-Do	Tutorial
Google Calendar	(Events) Tutorial (Tasks) Tutorial
Time Management Tools	
Pomodoro Timer	Pomodoro Technique
Pomodoro Smart Timer	
Interval Timer	
Class Management Tools	
Google Sheets	(Checkboxes) Tutorial
TeacherKit	Tutorial