

## etails

*It's Time to Make the Most of Your Calendar - 176*

In this episode, I share a selection of strategies I use daily to make the most of a digital Calendar and save precious time throughout the day. You'll hear how to keep track of weekly brainstorming sessions, monthly meetings, and one-time events you don't want to miss with Google Calendar or any other digital calendar platform you may use.

**Link to live show notes:** <https://classtechtips.com/2022/08/16/calendar-tips-for-educators-176/>

## Introduction

Hello there and welcome to today's episode of the Easy EdTech Podcast! If we haven't met before, my name is Monica Burns. I'm a former NYC public school teacher and I've been out of the classroom for a few years leading professional development for teachers, and writing about all things EdTech on my blog [ClassTechTips.com](https://classtechtips.com)

A quick reminder — head to my website [classtechtips.com/podcast](https://classtechtips.com/podcast) for all of the show notes and resources from today's episode, and if you're listening to this episode on a podcast player like Apple Podcasts, Spotify, or Google Podcasts, you should see a link in the description that you can click on as you listen today with the show notes and all the resources mentioned in today's episode.

## Promotion/Reminder

This episode is sponsored by EdTech Essentials: The Top 10 Technology Strategies for All Learning Environments, my newest book from ASCD. Readers will find timely, and accessible lesson ideas and strategies. EdTech Essentials shares ways to prepare students to be productive, responsible users of technology both within and outside the classroom. Find EdTech Essentials on Amazon, or head over to ClassTechTips.com to learn more and download the free study guide. A quick note about Amazon: If you search for me, Monica Burns, on Amazon you'll see some spicy books from an author with the same name as me – so if you head to my website, you'll find more information about the book and a direct link to find EdTech Essentials on Amazon.

## Today's Intro

How do you keep track of weekly brainstorming sessions, monthly meetings, or one-time events you don't want to miss? Having a system for organizing events and shortcuts to make it easy to maintain is essential for keeping my mind at ease during especially busy weeks. In this episode, I share a quick list of google calendar tips, you'll find a selection of strategies I use daily to make the most of this calendar space.

Regular listeners of the podcast know how much I love to save time with quick tips. You might remember the episode *Just 3 Tech Tips to Try This Year* on keeping EdTech simple this year or the

article I wrote for Edutopia, where I share a handful of time-saving tips. Today's episode is designed to help you make the most of Google Calendar this school year. I'll link to these resources on the shownotes for today's episode as well as all of the other resources I mention.

Let's dive into Google Calendar teacher tips that you can use to save time as you use your calendar this year.

## Episode Transcript

If you're thinking to yourself, "Monica, I don't use Google Calendar; we use [insert your calendar tool]," don't worry, you're in luck. The calendar teacher tips definitely focus on Google Calendar, but you'll find that many of these strategies or features can be found in other popular calendar tools. For example, if you're using MS Outlook as your calendar platform, or Calendar on an Apple device, you can color code events, customize reminders, and use some of the other tips you'll find below.

First tip on the list is how to access your calendar in Gmail.

If you're a Gmail user, you probably use Google Calendar, too. Instead of switching between windows, you can access Google Calendar in the same view. How does this work? When you open your Gmail inbox, you should see a few icons in the upper right-hand corner of the screen. When you click on the calendar icon, it will open up the calendar in a smaller view to show you events for that day.

Next you can Quickly create a new event.

If you're already logged into your Google account on your web browser, then typing in **cal.new** will automatically set you up for creating a new event on your default calendar. As you can see in the screenshot below, when I type in **cal.new** it turns into this view and asks me to put in the information for the new event.

Another quick tip is to Type the time.

If you're in a rush and want to add something to your calendar that you might return to later, add the time to the event title. For example, when you create a new event, instead of typing in "Meeting with Monica" and then changing the time to 2 PM, try this:

- Open your calendar and click on the day you want the event to take place
- Then type in "2 PM Meeting with Monica"
- Google Calendar will automatically set the event at the correct time

Next up on the list is to Search your calendar.

Inside Google Calendar, you have access to a search bar. With options for a simple and advanced search, you can quickly type in a keyword or narrow down your search a little further. As you can see in my example, a quick search for “Webinar” brings up results from both past and future events. But if I want to be more specific, I can change the date range and a few other options in an advanced search.

One of my favorite time-saving calendar tips for teachers is to Color code.

On an [episode of the podcast](#) earlier this year, I shared tips for cleaning up your digital spaces. One of my favorite digital organization strategies is to color code events. I suggest having four or five categories, each with its own color. Here are a few examples:

- Meetings with families
- Department or team meetings
- Community events
- One-on-one meetings with students
- Professional development or webinars

Another important strategy is Use Shortcuts.

Earlier this year, I spoke to Cassidy Puckett about her new book [Redefining Geek](#). One of the skills she said is so important for teens is to navigate digital spaces efficiently – which includes saving time with shortcuts. In our own practice, keyboard shortcuts can definitely come in handy. And we can also model these practices for students as we navigate digital spaces.

I’ve added a [list of shortcuts](#) for you on today’s shownotes and comes straight from the Google Calendar Help Center. I love how tapping the numbers 2 and 3 on my keyboard switches from week to month view. There are lots to add to your workflow, but this one is definitely a game-changer for me!

Last on my list of time-saving calendar tips for teachers is to Stretch and Drag!

To quickly move an event from one date to the next, you can drag and drop it to a different date or time. This works well in both monthly and weekly views, where you can grab an event and drag it to a new spot. Using a quick move strategy like this one keeps all of the details tied to the original event. Instead of deleting and creating something new, it will move the notes and attendees along with it.

To change the length of an event, you can stretch it out or (or make it shorter) by grabbing the start or end of the event on your calendar and dragging it, so there is a new start or end time. The ability to move an event from one time to another, and to change its length, avoids opening up the invite and simply making a change quickly.

I love quick tips that save time, help me work more efficiently, and provide an opportunity to model navigational strategies for students. You can find more quick tips, like how to make the most of YouTube or how to clean up your Google Drive, on [the free stuff page of my website](#). Do you have a favorite calendar tip? Share it on social media ([Twitter](#), [Instagram](#), [Facebook](#)) and tag me @ClassTechTips.

### **So let's make this EdTech easy with some key points from the episode...**

Use the cal.new shortcut.

Try out the calendar search bar.

Color code your calendar.

Share a shortcut or tip with a colleague.

Remember, you can find the shownotes and the full list of resources from this episode on [classtechtips.com/podcast](https://classtechtips.com/podcast) and finding today's episode #176!

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### **Outro**

Did you like today's episode? Well, if you are listening to this podcast on Apple Podcasts or Spotify, or another favorite app, don't forget to hit the "Follow" button. When you follow along with the podcast each new episode will download for you automatically so you don't miss a thing. And if you think a friend or colleague would enjoy the tips from today, send them a text with the link to today's episode, and if you share on social media, don't forget to tag me @ClassTechTips -- I just might have something special for you. Have a great week and check back on Tuesday morning for next week's new episode!

### **Episode Resources**

- [Microsoft Outlook Calendar](#)
- [Apple Calendar](#)
- [Google Calendar](#)
- [Google Calendar Help Center](#) (Shortcut Links)
- Connect with Class Tech Tips on [Instagram](#) , [Twitter](#), & [Facebook](#)
- [Free Stuff & EdTech Favorites](#) from Monica Burns
- [6 Time-Saving Tips for Teachers](#) (Edutopia Article)
- [7 Digital Spring Cleaning Tips for Every Educator](#) (Blog Post)
- [Just 3 Tech Tips to Try This Year](#) (Podcast Episode)
- [Spring Cleaning Guide: 5 Tips to Upgrade Your Digital Workflow](#) (Podcast Episode)
- [What Teens Actually Need to Be Tech-Savvy with Dr. Cassidy Puckett](#) (Podcast Episode)
- [Your Educator Guide for Making the Most of Google Keep](#) (Blog Post)
- [Quick Tip to Save You Time on YouTube](#) (Podcast Episode)
- [How Flipping Your Classroom Can Save You Time with Mandy Rice](#) (Podcast Episode)
- [3 Time-Saving Assessment Tips for Teachers with Willisa Osburn](#) (Podcast Episode)
- [Minimalist Classroom Strategies to Set a Purpose This School Year with Christine Arnold](#) (Podcast Episode)