

Details

Time-Saving Productivity Tools for Teachers - 347

In this episode, I explore a variety of digital tools that can help teachers stay organized, from well-known platforms like Google Keep and Wakelet to unexpected gems like Adobe Express and Slack. You'll also hear how these tools can be used for everything from lesson planning and classroom management to professional development and parent communication. Tune in to discover new ways to streamline your workflow and make the most of productivity tools for teachers!

Link to live show notes:

<https://classtechtips.com/2025/11/25/productivity-tools-for-teachers-347/>

**Productivity Tools for Teachers*

Introduction

Hello there, and welcome to today's episode of the Easy EdTech podcast. My name is Monica Burns, and I am so glad you're here to join me today. If you want to make the most of education technology, AKA EdTech, you are in the right place. My goal has always been to help make EdTech easier and give you ideas to try yourself, share with a colleague, or bookmark for later in the school year.

Every Tuesday on the Easy EdTech podcast, you'll hear stories from my time in the classroom, my work with schools and districts, and my travels to different EdTech events. Get ready for solo episodes where I share some quick tips, stories, and interviews full of practical ideas and stories from new guests each month. If we mention something you'd like to check out, make sure to click the link. You'll find it in the episode description or the summary area where you're listening to this podcast, or you can find every episode and all of the resources we mention by going to EasyEdTechPodcast.com or by going to classtechtips.com and just clicking on the Easy EdTech Podcast button at the top of the page.

Intro Sponsor Message

This episode is sponsored by my new ASCD deck of cards, *Purposeful EdTech Tips*. It's part of the QuickWins! series and packed with 50 fast, effective ideas for planning, teaching, and reflection. You'll find AI prompts, student activities, teacher tips, and strategies for checking for understanding — all designed to help you use EdTech with purpose.

Whether you're planning your next unit or looking for a quick idea before class starts, these cards are full of inspiration and super easy to use.

Head to **ClassTechTips.com/cards** to grab your deck today. That's **ClassTechTips.com/cards** to check it out!

Today's Intro

This week's episode is titled: "Time-Saving Productivity Tools for Teachers"

How do you stay organized? If you're looking to refine your organizational strategies, the right digital tools can make all the difference. While traditional planners and sticky notes still have their place, leveraging technology can streamline tasks, enhance productivity, and reduce stress. In today's episode, we'll explore a variety of [tools for teacher organization](#)—some well-known, others a bit unexpected. These tools will help you manage everything from lesson planning to professional portfolios and even daily to-do lists. Let's jump into my list of teacher organization tools!

Episode Transcript

Google Keep

[Google Keep](#) is a fantastic free tool for digital to-do lists that sync across multiple devices. Whether you're using the Google Keep extension in your email inbox or the mobile app on your phone, your notes stay updated everywhere. One of the standout features of Google Keep is its collaboration function, allowing teachers to share notes and task lists with colleagues. To personalize your notes further, you can create custom header images or color-code different lists.

Wakelet

[Wakelet](#) is an incredible tool for curating and organizing resources. Teachers can use it to store lesson plans, save student work, or share curated collections with students and families. With the ability to add links, files, videos, and images, Wakelet is perfect for keeping important resources in one place. Plus, its [collaborative features](#) make it ideal for sharing classroom materials with a teaching team.

Adobe Express (webpages)

[Adobe Express](#) is commonly associated with student creativity, but it's also an excellent tool for organizing professional portfolios. Teachers can use it to [document professional](#)

[development](#) experiences, store teaching reflections, and curate lesson ideas. It's an easy way to keep track of progress, share accomplishments, and reflect on teaching practices throughout the school year.

Google Tasks

Integrated seamlessly with Gmail and Google Calendar, [Google Tasks](#) is a simple yet effective way to manage daily and weekly to-do lists. Teachers can use it to set reminders for grading, schedule parent meetings, or break down larger projects into smaller tasks. Since it syncs with other Google tools, it helps keep everything in one ecosystem.

Google Calendar

[Google Calendar](#) is more than just a scheduling tool. Teachers can use it to plan lessons, schedule meetings, and even set up reminders for upcoming deadlines. Shared calendars allow for easy collaboration with colleagues, and color-coding options help keep everything visually organized. The ability to set recurring events also makes it ideal for keeping track of long-term tasks.

PadletTA

[Padlet](#) is often used for student collaboration, but it can also serve as an excellent organizational tool for teachers. Educators can use it to gather ideas, store resources, and create visual boards for upcoming projects. Whether planning an event or keeping track of professional development sessions, Padlet helps keep everything in one place.

Edpuzzle

[Edpuzzle](#) is a video-based learning tool that helps teachers organize and track student engagement with instructional videos. Educators can upload or choose videos, embed questions, and monitor student responses. This tool is particularly useful for flipped classroom models and independent learning assignments.

OneNote

Microsoft [OneNote](#) is a digital notebook that allows teachers to take notes, organize lesson plans, and collaborate with colleagues. The ability to create different sections and pages makes it ideal for organizing classroom resources and professional development materials. Since it syncs across devices, teachers can access their notes anywhere.

Slack

[Slack](#) is typically thought of as a workplace communication tool, but it can be just as useful for teachers. Educators can create Slack channels for their department, grade-level team, or professional learning community. It provides a central hub for [sharing resources](#), discussing lesson ideas, and keeping communication organized.

Asana

[Asana](#) is another excellent project management tool for educators. Teachers can use it to manage curriculum planning, track progress on school-wide initiatives, and collaborate on team projects. Its task assignment and deadline-setting features help keep everyone accountable and on schedule.

Staying organized as a teacher is essential for managing the many responsibilities that come with the job. With so many digital tools available, educators can find solutions that fit their unique needs and teaching styles. Whether you prefer visual boards, task lists, or database-driven organization, there's a tool to help [streamline your workflow](#). Start experimenting with these *tools for teacher organization* and find the ones that make your daily routine more efficient and productive!

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

Explore digital tools to enhance your organizational strategies.
Utilize platforms that allow for resource curation and sharing.
Consider digital portfolios for professional development tracking.
Integrate scheduling and task management tools to boost efficiency.

Remember, you can find the shownotes and the full list of resources from this episode on EasyEdTechPodcast.com and finding today's episode #347!

Outro Sponsor Message

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Outro

Thank you for listening to this new episode of the Easy EdTech Podcast! I love creating new episodes for you each week, but I could use a bit of help spreading the word about the podcast. Can you leave a rating or review on your favorite podcast app?

Spotify will let you tap on the stars, and Apple Podcasts will let you tap on the stars and leave a one or two sentence review.

Thank you so much for taking this extra step, it helps other educators find episodes like this one when they are searching for EdTech tips.

Episode Resources

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- Sign up for the [Free Newsletter](#)
- Check out [EdTech Books](#) by Dr. Monica Burns
- Explore [Artificial Intelligence Resources](#), [Events & Workshops](#) & [Free Stuff](#)
- Grab [EdTech Essentials: 12 Strategies for Every Classroom in the Age of AI 2nd Edition](#) & download the [FREE Study Guide](#)
- [Google Keep](#) (Note-taking app)
- [Wakelet](#) (Content Management & Collaboration tool)
- [Adobe Express for Education](#) (Free creation tools)
- [Google Tasks](#) (Task management tool)
- [Google Calendar](#) (Digital calendar)
- [Padlet](#) (Online data management tool)
- [Padlet TA](#) (AI-powered tools for teachers)
- [OneNote](#) (Note-taking app)
- [Slack](#) (Work management tool)
- [Asana](#) (Task management tool)
- [Google Sites](#) (Website builder)
- [Seesaw](#) (Digital learning platform)

- [Edpuzzle](#) (Interactive video lesson creator)
- [Book Creator](#) (Ebook creation tool)
- [7 Google Calendar Tips for Teachers](#) (Blog Post)
- [Curating Your Classroom with 9 Must-Have Tools for Resource Collection](#) (Podcast Episode)
- [9 AI Tools from Google Teachers Should Know About](#) (Blog Post)
- [Favorite Teacher Desk Organization Ideas](#) (Podcast Episode)
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