

**Time-Saving  
Tips and Tricks  
for Teachers**

# Hello!


**Carlin Fritz**

Adult ESOL Teacher

Advanced Level

Adult Education Center

West Palm Beach, FL

@CarlinFritz 

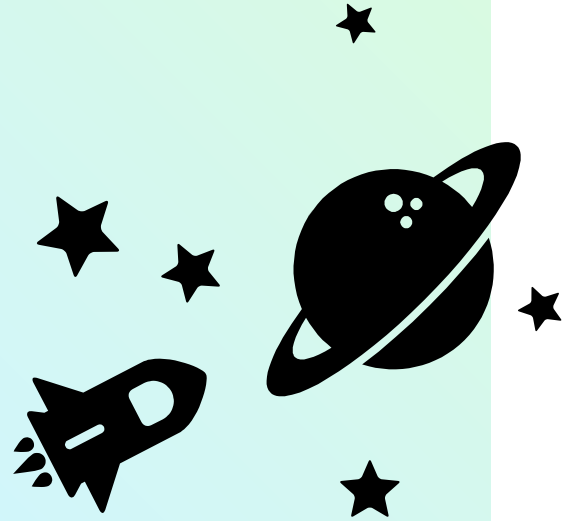


# Introductions: Buddy Charts

1. Pair up!
2. Take out a blank piece of paper
3. Draw a line down the middle
4. Partner A writes information about Partner B on one side and vice versa
  - a. Information could include: School, district, job title, most challenging part of job, family, pet, hobby, etc.
  - b. Leave enough room at the bottom to add more later

# Objective

By the end of this session, participants will be able to identify strategies to become more efficient educators.



**“ I have plenty of time to do  
everything I need and  
want to do!**

**-said no teacher ever**



## **Managing Tasks**

- Create a to-do list: paper, Trello, or “notes” on smartphone.
- Make copies for the whole week at once
- Gmail: Canned responses
- Get a volunteer: filing, paperwork, copies, room set-up/clean-up, work with students

## Basics



Welcome to Trello!

This is a card.

Click on a card to see what's behind it.



You can attach pictures and files...



... any kind of hyperlink ...



+ Add another card

## Intermediate



Invite your team to this board using the Add Members button

Drag people onto a card to indicate that they're responsible for it.



Use color-coded labels for organization

You can change the board background.



Make as many lists as you need!



Try dragging cards anywhere.

Finished with a card? Archive it.



+ Add another card

## Advanced



Use as many boards as you want!



Want tips, usage examples, or API info?



Want to use keyboard shortcuts? We have them!



Get the apps for iOS, Android, and Windows 8!



Want updates on new features?



Need help?



+ Add another card

+ Add another list



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A yellow folder icon with a tab on the top left. The word "Monday" is written in a black cursive font in the center. At the bottom, there are three horizontal lines representing a file list.

*Monday*

A yellow folder icon with a tab on the top left. The word "Tuesday" is written in a black cursive font in the center. At the bottom, there are three horizontal lines representing a file list.

*Tuesday*

A yellow folder icon with a tab on the top left. The word "Wednesday" is written in a black cursive font in the center. At the bottom, there are three horizontal lines representing a file list.

*Wednesday*

A yellow folder icon with a tab on the top left. The word "Thursday" is written in a black cursive font in the center. At the bottom, there are three horizontal lines representing a file list.

*Thursday*



A yellow folder icon with a tab on the top left. The word "Friday" is written in a black cursive font in the center. At the bottom, there are three horizontal lines representing a file list.

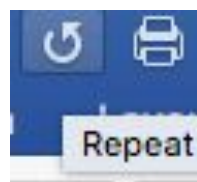
*Friday*



## **Managing Tasks**

- Create a to-do list: paper, Trello, or “notes” on smartphone.
- Make copies for the whole week at once
- Memorize and use shortcuts
- Snipping tool
- Gmail: Canned responses
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Press this key	To do this
Ctrl + C (or Ctrl + Insert)	Copy the selected item
Ctrl + X	Cut the selected item
Ctrl + V (or Shift + Insert)	Paste the selected item
Ctrl + Z	Undo an action
Alt + Tab	Switch between open apps
Alt + F4	Close the active item, or exit the active app
Windows logo key  + L	Lock your PC or switch accounts
Windows logo key  + D	Display and hide the desktop





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Create new screenshot

Delay capture by 1 to 5 seconds  
(only in Windows 10)

Use the pen for annotations

Use the eraser



Select the type of the screenshot  
(only in Windows 10)

Save the screenshot

Copy the screenshot

Send the screenshot via email

Use the highlighter



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INSERT TEMPLATE

Certificate request

Student ready to test

Student for BE 11:30

Student for BE 8:30

iPad Cart

iPad Usage Log- Kudos!

iPad Phase 1

Save draft as template

Delete template

1-50 of 26,268

Hey there, We noticed a new ... 8:31 AM

complete it yesterday but I'm ... 8:03 AM

Default to full-screen

Templates

Label

Request read receipt

Plain text mode

Print

Check spelling

Smart Compose feedback

2161 North Military Trail  
West Palm Beach, FL 33409  
561-616-7860 (PX 77860)

*The Adult Education Center's mission is to assure the opportunity for all students to acquire knowledge and develop skills to succeed in life and work.*

Sans Serif

Send

Student for BE 11:30

Recipients

Student for BE 11:30

Hi Steve,

Can you add the following student to my 11:30 class in Burlington?

Thank you,

Carlin Fritz, M.Ed.  
ESOL Teacher  
Adult Education Center  
2161 North Military Trail  
West Palm Beach, FL 33409  
561-616-7860 (PX 77860)

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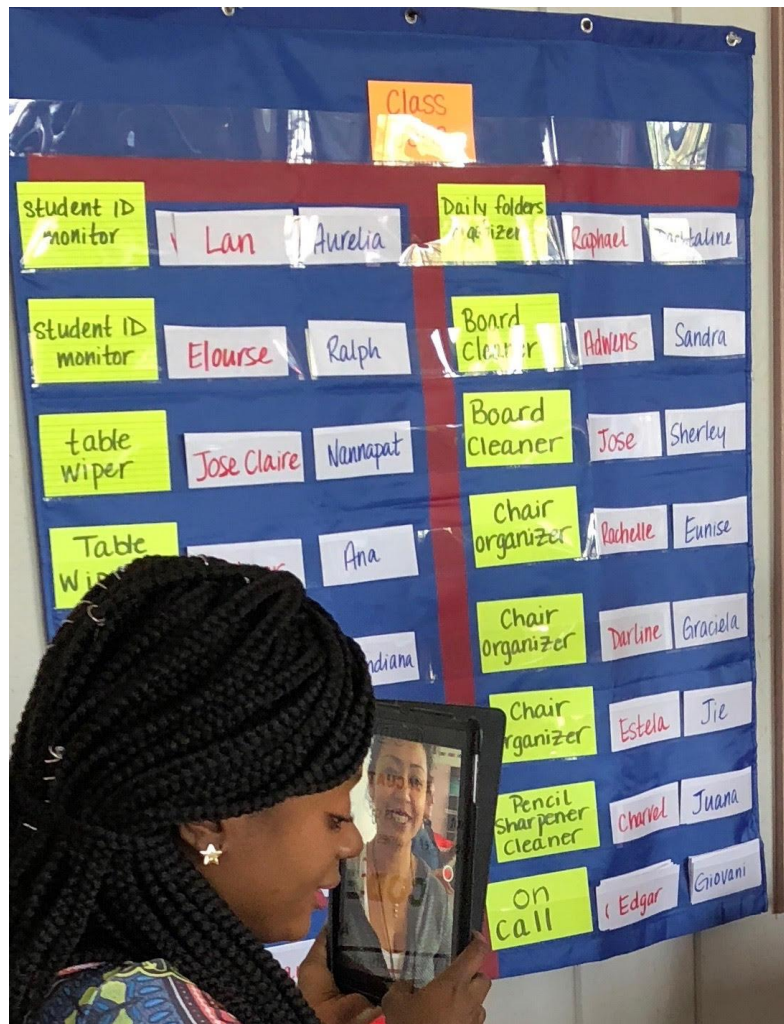


**Add to your  
buddy charts!**



## **Staying organized**

- Class jobs
- Schedule your emails, Remind messages, and/or Google Classroom posts
- Get versed in Google Drive
- Clean out your “mobile classroom” every two weeks
- Set a new goal for each term (productivity or instructional)
- Plan your lessons





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re: Gmail Delay Send



Scott Plesticker | ContactMonkey

re: Gmail Del



Date & Time (e.g. Monday at 9AM, Dec 3)

April 2017

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19th Apr 2017



11:15 AM



19th Apr 2017 at 11:15 AM

Sans Serif

Schedule



11




Send

Send Later




## New message

To:  Globe Trotting > Everyone

Hello from Ecuador!

[Translate](#)

 Drag and drop here



Schedule

Send

For Mrs. Fritz Advanced ESOL Fall 2019 ▾ All students ▾

Share with your class

**Hello!**



Cancel

Post

Schedule

Save draft



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<https://youtu.be/82CUzgqUxKU>



## **Staying organized**

- Class jobs
- Schedule your emails, Remind messages, and/or Google Classroom posts
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- Clean out your “mobile classroom”/desk every two weeks
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**Add to your  
buddy charts!**

**Create  
amazing  
lessons in  
less time**

- Create once and reuse
- Google it before you make it
- Collaborate
- Have a space to share resources
- Forum to ask for resources
- Establish routines and plug in activities
- Have a quick activity list ready
- Register for webinars




**Add to your  
buddy charts!**

# At the Rosen Centre Hotel, 2020

- Imagine we are at next year's ACE Conference and you see your buddy.
- “Hi! How have you been? We were at the Time-Saving Tricks and Tips for Teachers session together last year.”
- “What have you applied from the session on-the-job and what were the results?”

**Thank you!**

[carlin.fritz@palmbeachschools.org](mailto:carlin.fritz@palmbeachschools.org)

@CarlinFritz 

**Take Care!**





## Credits

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)