

Dynamite Lesson Plan

A teacher's writings, diary entries and "AHA!" moments from the classroom. Help and acceptance for teachers found here!

Tech Tool for Organization: "Remember the Milk"

Every day I have tasks to do, I use an online tool to manage them. It's called "Remember the Milk." I've been using it for well over ten years and it has saved me many times in terms of task management and memory jogging. I recommend it for anyone who wants to be organized through tech but especially teachers because I am one and it helps me. Here's how it works! You enter a task and a due date along with some optional fields like tags and lists.

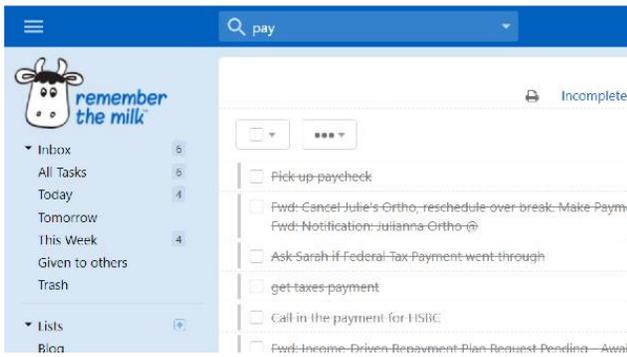


You designate when you will be reminded of the task due date. It will remind you any number of ways: email, desktop notification, iphone or Android smartphone app, sms message, and more. You can mark things complete or postpone them with one click. It's really an ingenious system. You can also enter your tasks many ways.

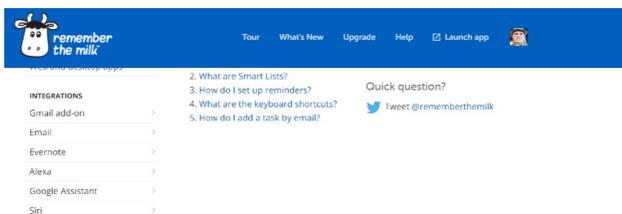
So far, you can't use telepathy to input tasks but I anticipate that update soon.

My most commonly used method for inputting tasks is through email. Remember the Milk assigns you a special email address that you can send tasks to and they magically appear in all your RTM places. Taking the time to use a tool like this has proven hugely beneficial. I love Remember the Milk, check it out, it's free.

Most reading this are teachers it would stand to reason. I have found this free service makes your teaching time management much easier. Google Calendar aside, I have not found a tech tool online as helpful as Remember the Milk. In fact I couldn't live without these two things it does.



By working from my task list, I am completely satisfied when I have marked my tasks completed. There are many ways to color order tasks and when you have a lot accumulated like I do, it sometimes helps to prioritize. The colors and tag system helps with that. Once you make an account you simply log on and start to enter tasks. This is amazing when you start but I learned more, I began to discover the many ways to remotely and “on-the-fly” ways to enter tasks. These are the “Integration” functions. I can enter tasks on my iphone app, I can email them directly to my task list.



In conclusion, I hope this introduction to a tech service convinces you to try something new. Tech is our friend yet we hesitate sometimes as teachers to try something new, we're afraid it will sap more time. The truth is, if you are into tech it's a quick learning curve. Try it out and tell me what you think.

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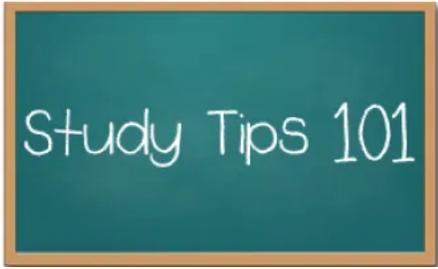
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Author:

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