

Efficiency Tools for School Administrators

Apps, software, and more to improve efficiency so admins can work smarter not harder



a scheduling tool that supports leaders in managing their appointments and meetings. Calendly lets individuals select their open times according to their availability.

Leaders can create Slack channels with a selected group of educators to allow for communications around an initiative, grade level updates, or any collaborative topics. In addition, leaders can communicate with staff via instant messaging and collaborate more effectively.



a free cloud-based tool that lets leaders quickly document thoughts and organize it all for review later.

a digital writing tool that can be used for newsletter emails and all communications.



grammarly



a virtual whiteboard on which leaders can create post-it-style notes and customize each depending on their project requirements.

a free cloud-based digital notebook that allows leaders to document notes and even have collaborative notes.

