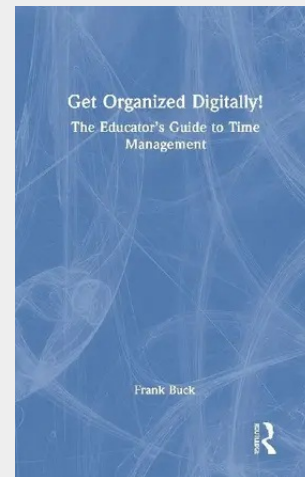


Get Organized Digitally!

The Educator's Guide to Time Management

In today's world, we're often overwhelmed by our digital devices and the volume of available digital information. Get Organized Digitally! outlines a complete digital organizational system for the busy educator and helps you harness the power of technology to save time. This book is your go-to source, presenting the "nuts and bolts" of exactly how to make technology work for you in both your personal and professional life. Special features of Get Organized Digitally!: - Details of how to get started with the best digital organizational tools available today. - Principles of digital organization that make all the components of your system work together. - Stories that inspire and show how technology can make our lives easier. Time is the most precious resource we have; managing it well leads to greater productivity and less stress. Get Organized Digitally! shows educators how to harness the power of technology to spend time on what matters most—your school and your students.

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