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Please enjoy this complimentary excerpt from *50+ Tech Tools for School Counselors* by Angela Cleveland and Stephen Sharp. This excerpt describes organization tool Google Keep, which educators can use to create task lists for projects, work collaboratively to check off items as completed, and see what else needs to be done.

LEARN MORE about this title, including Features, Table of Contents and Reviews.

GOOGLE KEEP

RECOMMENDED GRADE LEVEL	ELEMENTARY SCHOOL	MIDDLE SCHOOL	HIGH SCHOOL
LEVEL OF DIFFICULTY	EASY	MODERATE	A LITTLE MORE ADVANCED
COST	FREE	FREE TO USE PAY TO UPGRADE	FREE TRIAL PAY TO ACCESS

Are you a to-do list maker? Do you have little scraps of paper cluttering your desk with little reminders and notes? Do you want to find a better organizational system so you don't ever again have to worry about that lost sticky note? Then Google Keep is the organizational tool you are looking for!

Google Keep has some fantastic organizational features! You can create a series of notes, each with its own title. Your notes can have a list of items, addresses, links to websites or documents, photos, and so much more! You can color-code your notes and even add a photo heading. You can share a note with others (who can edit it) and set reminders for each of your notes.

School counseling departments have used Google Keep to create task lists for projects such as planning a career day. Counselors can work collaboratively to check off items as completed and see what else needs to be done.

Sharing the notes is beneficial when several people are working on a project. School counseling departments have used Google Keep to create task lists for projects such as planning a career day. Counselors can work collaboratively to check off items as completed and see what else needs to be done. When everyone has access to the same to-do lists, collaboration is super simple because the changes one person makes is reflected in the shared Google Keep notes.

Students use Google Keep to keep track of assignments. They create notes for each class and set an alert to go off at a time when they are in each class to remind them to write down homework. When they get home and complete assignments, they can mark items as completed, and if the note is shared with family member, that person can see that the student is keeping track of assignments. Students can also set an alert by location. A reminder can pop up when they are at home, at the library, and so on to help students remember that homework is the priority.

Many educators have found that Google Keep is beneficial on a personal level to reduce home stress. Sharing notes with family titled "Grocery List," "Chores," or the like ensures that family members can add to the list and cross items off as purchased or completed. For example, a parent reported that her teenage son kept saying he forgot to do his chores and simply didn't see paper notes of reminders when he got home. The teen insisted he was simply a forgetful person. The parent and teen started using Google Keep with reminders of what needed to be done when he got

