

Productivity Tech Tools

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- Doodle: helps schedule and finding an available meeting time
- Wrike.com: project management site
- Google
 - - Voice: free text messaging from a computer. Also allows you to have one phone number that rings on either multiple phones or one phone that you can change as needed
 - Sites: easy to make and edit websites that you could create for a specific trip or program. Can integrate videos, google docs, google calendars, etc. can be open to public or shared with a select group
 - Docs: web based documents (word, spreadsheets, forms/surveys, presentations, etc) that can be accessed from any computer, shared with other folks, and worked on collaboratively
 - Calendar: simple to use calendar that can easily be shared with others
 - Dropbox: easy way to have documents accessible from multiple locations and shared with folks. Works like a folder on the desktop but once it's in the folder it gets synced online automatically
 - Evernote: good note taking application that can automatically sync notes between computer, phone, iPad, etc. can include photos, record audio. Not good to share with other people (costs money) but good for personal use
 - Prezi: great alternative to PowerPoint. Allows a lot more flexibility related to zooming and movement. Very engaging, and you can import slides from PowerPoint directly into it