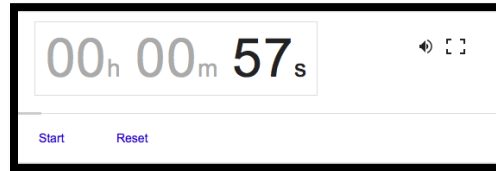


Tech Tip of the Week Countdown Timer



This week's tip, Countdown Timer, may not sound like much, but it may be one of the best tools you will ever use as a teacher or an administrator. We sometimes get caught up in the moment and lose track of time. This is the same for students. We need something to keep us on track and focused on the goal.

As a teacher, it helped me to become more organized with my time. For instance, if I set a time limit of 15 minutes and I had 5 groups, I could organize my time so that I could visit each group to discuss issues and problems for at least 3 minutes. As I walked around the room, I could ask the students how much time they had left to complete the task, which in turn increased their focus and productivity. Finally, it kept me on pace and helped create a classroom structure that focused on achieving goals.

Administrators can fall into the same type of trap as in the classroom. By setting timelines we can maximize performance and increase productivity?

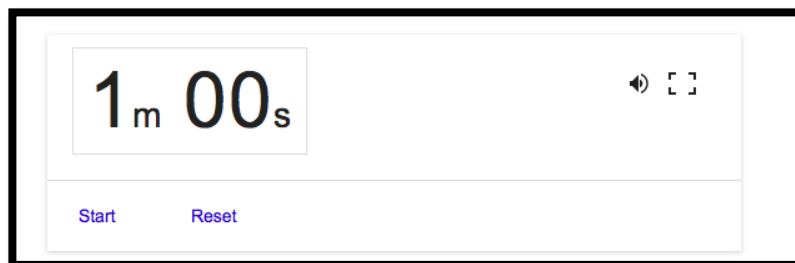
So how can technology help you with this, very easy:

Desktop Computer or any device that has internet connection.

- Open Browser: I used Safari, but any browser should work.
- Go to Google
- Type in the following using the amount of time you want for the countdown:
 - "Countdown timer 1 minute"



- From the search the following appears



- By pressing "Start" to begin

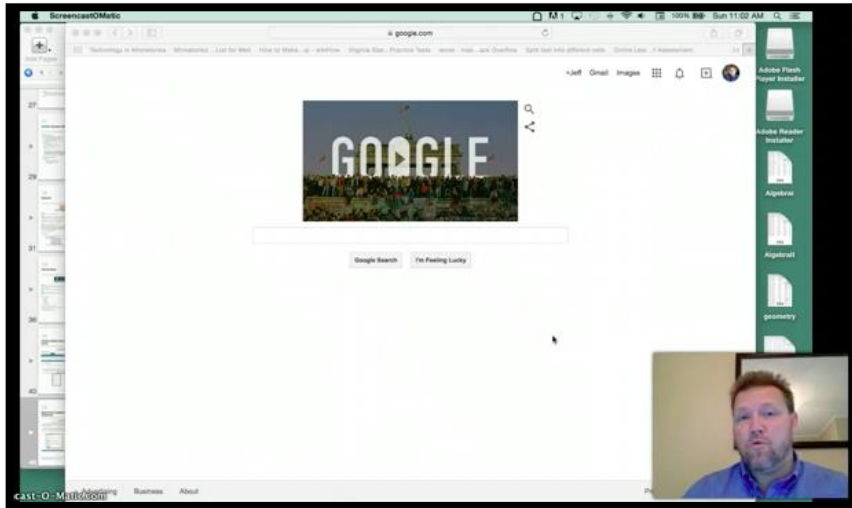


- To Mute or Unmute **Sound**, press the Sound icon



- To **Maximize the Screen** so that all can see, press
- By pressing, “**Reset**”, you start the timer.

Video: I have created a short video showing the above
<http://youtu.be/cTBsm6UVpVg>



Question: Do I need to use this one?

Answer: No, this was just one of many that you could use. I guess the point is that this tool will help maximize time and productivity.