

# Helpful Apps for Time Management

1.



Enables users to prioritize tasks according to due date, importance, and other factors. Users can also tag, clone, and color-code items; attach files to tasks; and create subtasks for large projects. The app integrates with many other programs, including Dropbox, Microsoft Outlook, Google Drive, and Evernote. Remember the Milk can sync across multiple devices. Non-traditional students might find the app especially helpful because they can delegate tasks to others, including members of their family.

Availability: Android, Blackberry 10, iOS, Kindle Fire, Linux, macOS, Microsoft Windows, Web

Cost: Free (Basic Plan), \$39.99 a year (Pro Plan)

2.



Allows you to sync personal checklists and notes across devices, which means you can work on a school task on one device and switch to another without losing anything. Notes can be taken in various formats, including text, photos, audio, web clippings, and videos, and Microsoft Office documents and PDFs can be attached. It also allows you to collaborate with others, share ideas, plan events, and set reminders.

Availability: Android, iOS, macOS, Microsoft Windows

Cost: Free (Basic Plan), \$7.99 per month (Personal Plan), \$9.99 per month (Professional Plan), \$14.99 per month per user (Team Plan)

3.



The app includes a calendar to help you track your upcoming exams, assignments, projects, and other important events. It also features a homework widget that allows you to sync your tasks and reminders when these assignments are nearing their submission dates.

Participating schools can update class info, set assignments, and publish announcements within the app.

Availability: Android, iOS, Google Chrome, macOS, Microsoft Windows, Web

Cost: Free (Basic), \$4.99 per year (Premium)

4.



A free calendar, planner, and to-do list app for organizing and managing reminders, notes, calendar events, checklists, grocery lists, and more. It features an advanced daily planner and calendar where you can keep your calendar events and to-do list. It has built-in reminders, and you can choose from either its 3-day calendar view, weekly calendar view, or agenda view.

You can sync your tasks, notes, reminders, and agendas organized, from Outlook, WhatsApp, Google Calendar, Gmail, Slack, Google Tasks, Trello, Evernote, Wunderlist, Zapier, Todoist, Asana, Salesforce, Microsoft to-do, OneNote, Amazon Alexa, Google Assistance, Exchange, Office 365, Jira, etc.

Availability: Android, iOS, Google Chrome, macOS, Microsoft Windows, Web

Cost: Free (Basic), \$4.99 per year (Premium)

5.

## TRELLO



Organize any projects you're working on through boards. You can then customize and delegate tasks to members of a group. You can also keep separate lists for tasks on your to-do list, tasks in progress, and tasks completed.

Availability: iOS, Android with Google Play

Cost: Free

6.



Input your daily goals, habits, to-do list, and make a custom avatar. Tick off your tasks to level up your avatar and discover new features like skills, pets, armors, and quests. Fight off monsters with friends to keep each other accountable. Take advantage of the in-game rewards like equipment with the use of your gold.

Availability: Android, iOS

Cost: Free

7.



Add tasks and reminders and if you want to create notes and tasks quicker, add these by typing or via voice input.

Availability: macOS, Microsoft Windows, Android, Tablet, iOS, Linux, Web

Cost: Free (Basic), \$2.99 a month (Premium Plan)

8.



Use to-dos to keep track of your deadlines with due dates and reminders, organize your tasks, build lasting habits with recurring dates like 'every Sunday,' or collaborate on tasks by assigning them to others. You can also prioritize tasks with priority levels, track your progress with your productivity trend, and integrate other tools like Google calendar, Gmail, Amazon Alexa, Slack, and more.

Availability: macOS, Microsoft Windows, Android, iOS, Web

Cost: Free

9.



A science-based app that combines the Pomodoro Timer with task management designed to encourage focus so you can get things done quickly. Organize your tasks in your to-do list, start your focus timer on study and work, set reminders for your most important errands and tasks, and check the time you spent at work.

Availability: macOS

Cost: Free

## 10. **My Tasks (Google Chrome)**

This app's key features include a planner for all ongoing tasks, a to-do list of the day, a smart calendar, a voice recorder, and synchronization options.

Availability: Google Chrome, macOS, Microsoft Windows, Web

Cost: Free