

## Time Management Tools

### **Soshiku.com ([www.soshiku.com](http://www.soshiku.com))**

This free web and mobile based program keeps track of your course assignments and due dates. It will notify you by e-mail or text message when you have an upcoming assignment.

### **Toggl ([www.toggl.com](http://www.toggl.com))**

This software is available through web, desktop, or mobile apps. It will monitor how much time you are spending on various tasks. There is a monthly charge, BUT a free 30-day Trial is offered.

### **Remember the Milk ([www.rememberthemilk.com](http://www.rememberthemilk.com))**

Remember the Milk is a task organizer. It is available through web and mobile apps. It will sync with gmail or outlook calendar is compatible with Siri.

### **Oh Don't Forget ([www.ohdontforget.com](http://www.ohdontforget.com))**

This free program allows you to send text message reminders at pre-scheduled dates and times. (text messaging rates will apply)

### **Pomodoro Technique ([www.pomodoro-technique.com/goodies](http://www.pomodoro-technique.com/goodies))**

The Pomodoro Technique encourages productivity by breaking tasks into 25 minute segments. Information about the theory and free resources can be found at the website above.

### **Evernote ([www.evernote.com](http://www.evernote.com))**

This free program allows you to store information from any device. You can create lists, make notes for yourself, and search your information from anywhere by syncing a web based browser with a tablet or phone.

### **DueTrak (Phone App)**

This free app allows you to input tasks and give them a ranking on priority as well as urgency. You have the option to add a deadline date and merge that with the calendar on your phone for a reminder also. This app can help you figure out which tasks should be completed first, second, etc.