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Time Management Resource Guide

Articles, Blogs, and Books
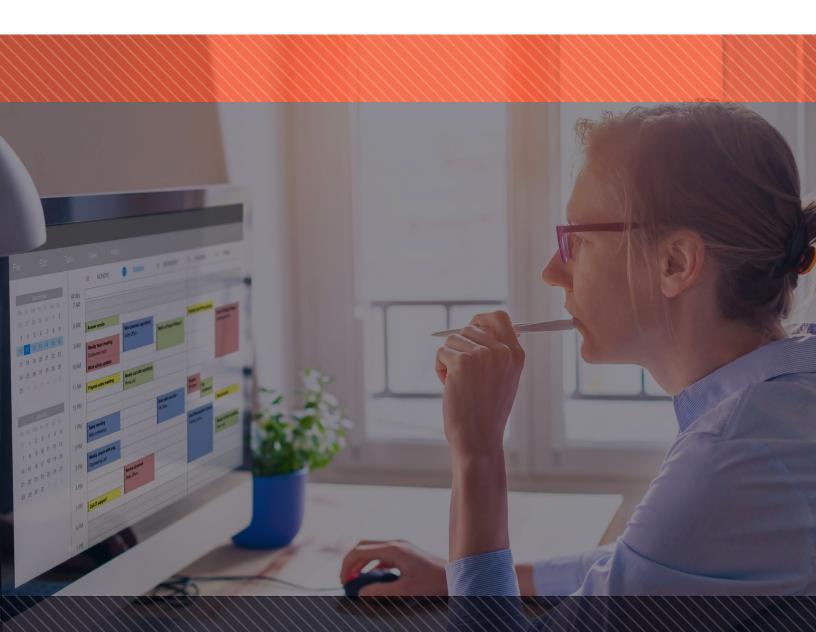
- **7 Time Management Techniques to Get You Through Your Day,** Jessie Story, Maricopa Corporate College
- **Time-management Tips From Masters of the To-do list,** Helen Carefoot, Washington Post
- **Stop the Meeting Madness,** Perlow, Hadley, and Eun, Harvard Business Review
- **What is a bullet journal? Everything You Need to Know Before You BuJo,** Garrity and Schumer, Good Housekeeping
- **The Power of When,** Michael Breus
- **Blog,** Trello
- **Blog,** Time Management Ninja

Apps and Useful Tools

To-Do Lists

- **Wunderlist/Microsoft To-Do:** Can be updated in real time and shared with colleagues. Set deadlines for specific tasks and assign people to those tasks. App available for phone or computer. Free app available.
- **Todoist:** Another neat to-do list app to help you clear up your mental space. Create multiple "boards" with tasks on them, so you can focus on personal and professional goals/tasks.
- **Google Suite**
  - **Keep:** Keep images, notes, lists, and more in one convenient location. Also integrates with Gmail, so you can view your inbox and Google Keep at the same time. Free app available.
  - **Tasks:** Keep a running list of your tasks with deadlines. Can also integrate with Gmail. Free app available.
  - **Calendar:** Google calendar also integrates with Gmail and allows you to pick and choose which calendars you want to see. You can share calendars with others, create multiple types of calendars, and more.

Team Communications

- **Slack:** Perfect for team communication and collaboration; offers instant messaging to help clear out inboxes. Free app available.
- **Doodle:** Schedule meetings more easily and offer specific times for your team to choose from, rather than emailing back and forth about a good meeting time/location. You can also use Doodle for various surveys. Free to use.

Apps and Useful Tools (Continued)

Collaborative Project Management

- **Trello:** Free app. Good tool for keeping track of lists, to-do's, tasks in progress, and more. This is a decent project management tool with collaboration and the ability to share boards and tasks with other members.
- **Flow:** Another neat to-do list app to help you clear up your mental space. Create multiple "boards" with tasks on them, so you can focus on personal and professional goals/tasks.

Easy-to-Use Creative Tools

- **Canva:** Free to use with upgrades available for purchase. This isn't the best marketing, social media, newsletter tool out there, but it's good for quick projects and is mostly free to use. You can create social media posts, newsletters, invitations, reports, resumes, flyers, and more with Canva.
- **Prezi:** Free to use with upgrades available for purchase. Like Canva, this isn't the "end all, be all" for presentations, but this is a great tool for those looking for a high-quality presentation design in a short amount of time.

Other

- **Spotify, Apple Music, or Pandora:** Some free options; some paid options. According to a study conducted among software designers in the **Psychology of Music** by Teresa Lesiuk, listening to music helped designers meet deadlines, be more productive, and avoid distractions.
- **ATracker:** Track how long you spend on a specific task, which can help you hone in on those tasks that are taking up most of your time. You can generate reports, sort tasks by type, and more.
- **Clockify:** Ever wondered how much time you spend on a particular project? This software allows you to not only track your total time worked and log timesheets, but it also allows you to break down your time by project, helping you to see which projects are consuming most of your time. Free to use.
- **Apple Calendar:** They probably have a similar app for Android users, but the Apple Calendar allows you to create various calendar categories, share with others, and hide/view calendars as needed. Free app available.
- **Hugo:** Free to use. Easily connect your meeting notes to your meeting calendar to keep track of action and discussion items based on the day, time, and topic covered in meetings. Free to use.