

Time Management Tools & Resources

To-Do List Tools:		
Daily Agenda		
Email Tasks List		Included in Gmail, Outlook
Informant	http://pocketinformant.com/	Free basic account
OneNote	http://www.onenote.com/	Free
PassionPlanner	http://www.passionplanner.com/	Free blank PDF download
Remember the Milk	https://www.rememberthemilk.com/	Free
Simpleology	https://my.simpleology.com/	Free Lite version
To-Doist	https://en.todoist.com	Free
Trello	https://trello.com/	Free
Gantt Chart Tools:		
Excel		Included in Microsoft Office
TeamGantt	https://teamgantt.com/	Free 30 day trial
Tom's Planner	http://www.tomsplanner.com/	Free basic (personal) account
Delegation & Collaboration Tools:		
Basecamp	https://basecamp.com/	Free 60 day trial
Cozi	http://www.cozi.com/	Free
Google Docs		Free
Smart Sheet	https://www.smartsheet.com/	Free 30 day trial
Filing Tools:		
Dropbox	https://www.dropbox.com/	Free trial
Email file folders		Gmail, Outlook
Evernote	https://evernote.com/	Free basic account
Google drive folders		Free
Time Tracking Tools:		
CalenMob	http://www.appxy.com/calenmob/	Free basic account
eyeCare	http://eyecare.sksapps.org	Free Chrome extension
FitBit	https://www.fitbit.com/	For-cost Activity Tracker product
Focus Booster	https://www.focusboosterapp.com/	Free 15 day trial
Rescue Time	https://www.rescuetime.com/	Free basic account
Take a Break	https://addons.mozilla.org/en-us/firefox/addon/take-a-break/	Free Firefox extension
Toggl	https://www.toggl.com/	Free
Resources:		
<i>The One Thing</i>	Gary Keller & Jay Papsan	Bard Press, 2013
<i>First Things First</i>	Stephen Covey, A. Merrill, & R. Merrill	Simon & Schuster, 1994
<i>Time Traps</i>	Todd Duncan	Thomas Nelson, 2010
<i>The Time Trap: The Classic Book on Time Management</i>	Alec Mackenzie & Pat Nickerson	AMACOM, 2009