



Time Management Tools

How can you make full use of your waking hours? Meet some of our favorite productivity resources.

Productivity Apps	
iStudiez Pro	Schedule planner with notifications of assignment due dates.
2Do	Customized task lists color-coded by priority and type. Also records voice notes.
30/30	Allows you to set timers for specific tasks.
mytomatoes.com	Explains the Pomodoro technique: work in 25-minute increments, followed by a 5-minute break (or go old-school: buy a kitchen timer!!).
Producteey	Free software defines and assigns tasks with reminders; great for personal management or group projects and collaborations.
Winstreak	List the three vital things you MUST accomplish daily. Helps prioritize and celebrate wins.

Useful Webpages
Stanford University Time Management Tips – Ten wise and practical tips for managing time well
Time Management for Right-Brained People (Or What To Do If To-Do Lists Aren't Your Style) – Cornell University
A Simple, Effective Time Management System – Cornell University

Books/Audio Books	
Getting Things Done David Allen	Relaxation helps you master the demands on your time while unleashing creative potential. Audible Audio Edition also.
Where's My Stuff? Samantha Moss	Humorous, useful advice on schoolwork, schedules, and decision-making.
How to Become a Straight-A Student Cal Newport	Maximize study time by knowing what's really important in: Study Basics/Time Management; Quizzes/Exams; Essays/Papers.
The Mind Map Book Tony Buzan	Organize information into diagrams to learn and retain more effectively.

On Procrastination
One of These Days I'll Stop Procrastinating – University of Pennsylvania
Eat That Frog! – 21 methods to overcome procrastination, including “Eating the Frog” – doing the most difficult task first. Audible Audio Edition also available.