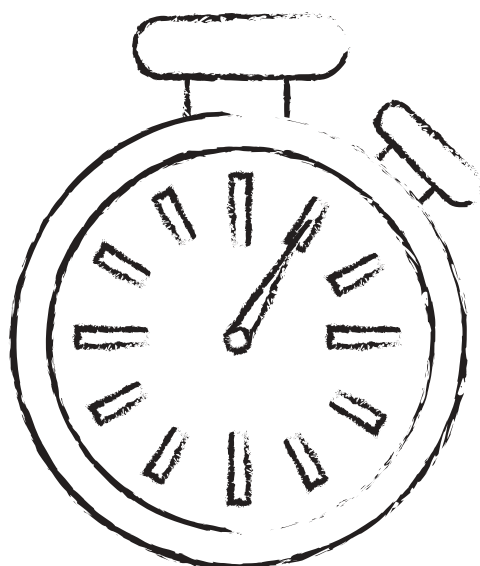




TIME MANAGEMENT

The 10 Best Online Tools
to Take Control of Your
Time & Achieve More

And Other Little Gems...



PLUS:
***What you need
to know to
select the best
tool!***



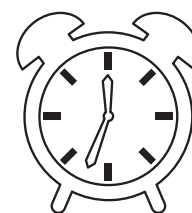
Planning Tools

What's Important in Choosing the Right Tool for You?



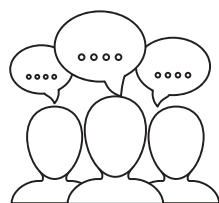
Synchronisation

Make the tool accessible at all time and limit the time spent on compiling post-it or merging various lists by ensuring your tool allows for phone to desktop synchronisation



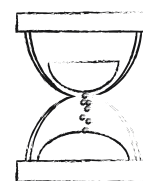
Reminders & Notifications

What's a planning tool worth if you do not look at your planning? Reminders and notifications are your best friends and should be part of a good tool



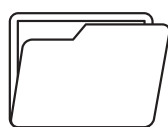
Sharing & Assigning

Want hubby and kids to get more involved? Make sure the tool you select allows you to set up shared folders and assign tasks.



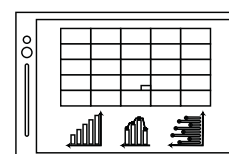
Setting Deadlines

Want hubby and kids to get more involved? Make sure the tool you select allows you to set up shared folders and assign tasks.



Organisation

A good tool will give you flexibility to organise your tasks by topic, project, and importance and allow structure



Visualisation

Depending on your preferences and what works for you, a tool that gives you good overviews of your goals and planning is a huge plus



The Tools*

Analysing & Addressing Your Time Leaks

Rescue Time

Rescue Time



RescueTime helps you understand your daily habits (and especially your daily distractions) so you can focus and be more productive thereby helping you regain a better work-life balance.
www.rescuetime.com/

Forest

Forest



Forest is exactly what you need to keep focused and away from distractions while doing some great job for the environment! It's a 25mins timer (remember the Pomodoro technique?) during which you need to stay focused on your work. If you succeed you get coins that ultimately allow you to "pay" for real trees to be planted - isn't this just awesome!
www.forestapp.cc/en/

Focus Booster*

Focus Booster



This tool is also based on the Pomodoro technique. It's less rewarding (no trees planted) but offers much more advanced features, namely automatic timesheet recording/overview which in turns allows you to analyse your time usage and leaks and improve your efficiency and work habits.
www.focusboosterapp.com

**Most applications presented have a free basic version. Starred applications are paid though most allow a free trial. I have no affiliation or interest with the companies and/or apps presented here.*



The Tools

Calendarizing & Organizing Your Schedule

Asana

Asana



Asana is one of, if not, the best project management tool and the basic free features give you all you need to manage your work and projects at home, at work and with your family and teams. It offers various tools allowing you to break down your projects and/or goals into milestones and sub-tasks and to allocate each with a timeline. Visualisation is also flexible from list views to boards both converting to a calendar mapping of your tasks and deadlines.

www.asana.com

Templana*

Templana



Templana is one of the things that make Asana awesome! It's a paid bank of templates for various type of personal or professional projects from organising your wedding to setting-up your family management approach to managing your blog or launching a product. *Most templates costs between \$3 to \$15 and can be imported directly into your Asana to help you plan and organise your project.

www.templana.com

Trello

Trello



Trello is in most respect very similar to Asana, they claim to have the best planning visualisations though I would say this is more of a MAC versus PC type of preference - you are either Trello or Asana (and you can probably tell that I am an Asana user!) Overall though it presents the same features and flexibility as Asana and is also available in a basic free version.

www.trello.com



The Tools

Calendarizing & Organizing Your Schedule

Cozi

Cozi



Cozi is a planner developed for families. It integrates a colour-coded calendar for multiple users, shared to do lists & shopping lists, meals & recipe planners and allows you to store files with your planning. In addition, it provides a user-friendly daily summary of activities. It also has printable tasks overview for children. It's the best tool available if your planning does not include professional activities. Cozi also provide a number of free planning lists which you can use as template for your own list (<http://www.cozi.com/premade-checklists/>)

www.cozi.com

My Life Organised *

My Life Organized



This task management tool comes in paid version only but it does have interesting features. It puts a bit more focus on enabling task hierarchy (tasks and sub-tasks factoring in dependencies between tasks) and can also convert a hierarchy into a to do list. It's most unique feature is the location based reminders (e.g. what to buy if you find yourself at a given store)

www.mylifeorganized.net/

Wunderlist

Wunderlist



Wunderlist is another great time management tool that is more akin to a to do list manager than a time planner but it offers some great features if setting up a complete planner is too much work for you. In particular, it provides great options to structure your list into folders and subfolders as well as to visualise your deadlines and activities in various formats.

www.wunderlist.com



The Tools

Calendarizing & Organizing Your Schedule

Remember the Milk

Remember the Milk



This app is similar to Cozi with perhaps a few little differences in that it has a smart list manager allow for more fine-tuned prioritisation including highlights of reminders postponed more than 3 times and segmenting short tasks. In addition, it has a bit more focus on visualisation allowing for colour coding and themes and allows integration with more platforms namely DropBox, GoogleDocs, EverNotes, Gmail and more.
www.rememberthemilk.com



The Tools

Other Little Gems...

Doodle

Doodle

Doodle allows you to survey people availabilities when organising an event and can also be integrated to your calendar. By proposing dates and inviting people you'll get an easy overview of availabilities to help you pick the best dates for all.
www.doodle.com/

Evernote

Evernote

Evernote is a great tool to help you compile all your notes, ideas and documents under one roof: potential travel destinations, ideas of family activities, books you wish to read, blog ideas, etc. It also has a feature called Web Clipper that allows you to save webpages for further reading using a simple click on your browser toolbar. The basic package is free while additional options come at a cost.
www.evernote.com

Pocket

Pocket

Pocket is a simple browser toolbar app which allows you to save webpages to be read later. Pocket advantage over Evernote clipper is that it allows to tag items for later search. Some features are however paid.
www.getpocket.com



The Tools

Other Little Gems...

Unroll me

Unroll me



Is your mailbox overcrowded with distracting emails? This tool allows you to unsubscribe to emails in bulk and gives you the option to select which ones you wish you remain subscribed too (here I'd of course recommend you'd stay on our list otherwise you'll miss out on many more tips for time management and work life balance 😊).

<http://Unroll.me>

As of the time of writing, this tool is unavailable in the EU due to delays in GDPR implementation but it promises to be back shortly.