

# TIME MANAGEMENT TOOLS

Tools To HELP  
You Get The Most  
Out Of Your Time

TIME MANAGEMENT TOOLS



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# Foreword

Time management is a skill that needs to be strengthened and developed. Like any other self-help technique, time management also has segments that one should go through to be able to ensure success. Get all the info you need here.



## ***Time Management Tools***

Tools To Help You Get The Most Out Of Your Time

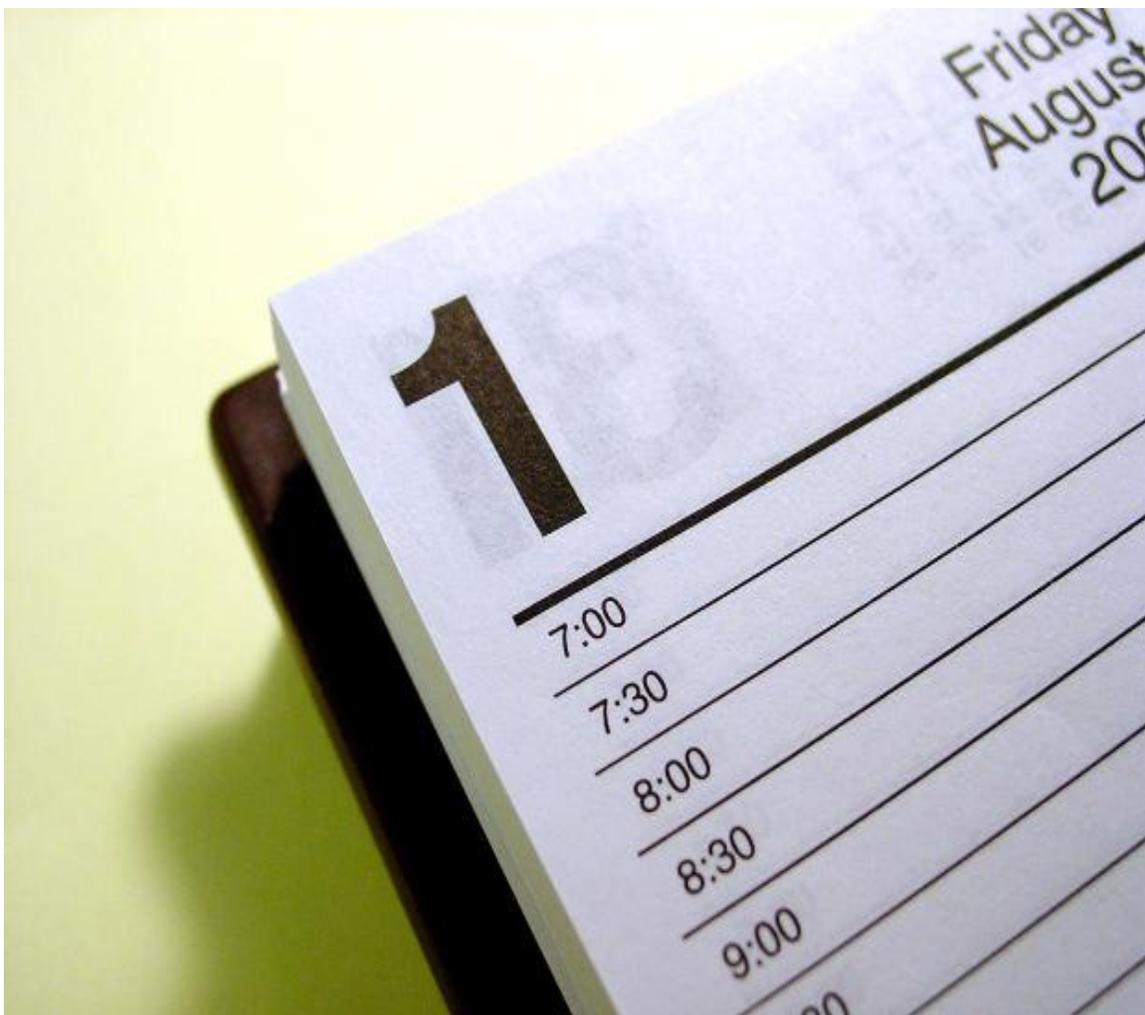
# Chapter 1:

## *The Basics On Time Management Tools*

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### Synopsis

In this section I will be discussing the basics of time management tools as it is very important in keeping yourself in control over your plans and schedules.



## **The Basics**

The first stage of the entire time management process is identification of goals. Therefore, you need to look for a time management tool where you can easily write down your goals and apply necessary changes and updates to make it more achievable. It is critical that you come up with clear and achievable goals so that you can create an effective plan.

Once you are able to produce a practical plan for your goals, you may go ahead and look for the most appropriate time management tools. The most important set of tools that you really should obtain is your to-do list tool and your file organizer.

Normally, when you use a to-do list tool, it will allow you to monitor your schedule and view the connecting details of a certain task. This way you can monitor your progress and at the same time have a wider view of the tasks and sort out what needs to be done from the completed ones.

Your file organizer, like your to-do list tool will come in handy because you need to access them regularly to monitor and update. If you are unable to update your action plan, there is a tendency that you will forget it and that would spell chaos.

Your to-do list tool and your file organizer are just the basic tools that you will need to deliver your tasks. However, in some situations

where additional tools are needed to achieve certain tasks, you may want to consider the below tools that are also proven effective.

Some popular additional tools that you can use are:

1. Automated task scheduler
2. Advanced journal
3. Electronic organizer
4. Mobile devices such as Smartphone and Tablet
5. Web based time management software



# Chapter 2:

## *PC Tools For Time Tracking*

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### Synopsis

When you are working on something, you need to know how much time you will need to complete the task. To do that, you have to create a master plan and create corresponding schedules to keep track. Without you tracking your time, it would be impossible for you to finish your task on time, especially if you have limited time to do it.



## **Tools For Convenience**

In the world of freelance business, your productivity is equal to your earnings. Each task is counted and without you being able to track your time, how will you then bill your client especially if your task is not quantifiable by regular set goals.

Each of us has different needs and criteria in measuring and tracking our time. Which is why, I have explored a few worthwhile time tracking tools that you can choose from for your convenience. Below is the list and the uses.

1. Toggl is a free tool that is easy to use. It is a web based time tracking tool but was recently made available for downloading only for windows users.
2. Tick is also a web based tool that allows you to operate smoothly and easily after a few configurations. It is fast, easy to use and complete as far as time tracking is concerned.
3. Harvest is by far the finest interface and definitely professional looking. It is best for personal and group projects as it would allow you to get project reports and estimates. Since it is web based, you can access it anytime, anywhere via the internet.
4. Cashboard has a bit unrefined interface compared to the above mentioned tools. However, its features are great as it allows you to list

and track different accounts with different timelines, invoices, project estimates and many more.

5. FreshBooks is not as fresh looking and modern like Toggl, Tick and Harvest. However, as far as time tracking is concerned, you can be sure that this tool will get the job done.



# Chapter 3:

## *Cloud Tools For Productivity*

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### Synopsis

Cloud is not just a tool used for syncing, storing and sharing of data. It offers services and useful applications that can help you increase your productivity. While there are many different applications that you can make use out of, it is best that you use only the ones that will suit your needs.



## **Which Fits You Best?**

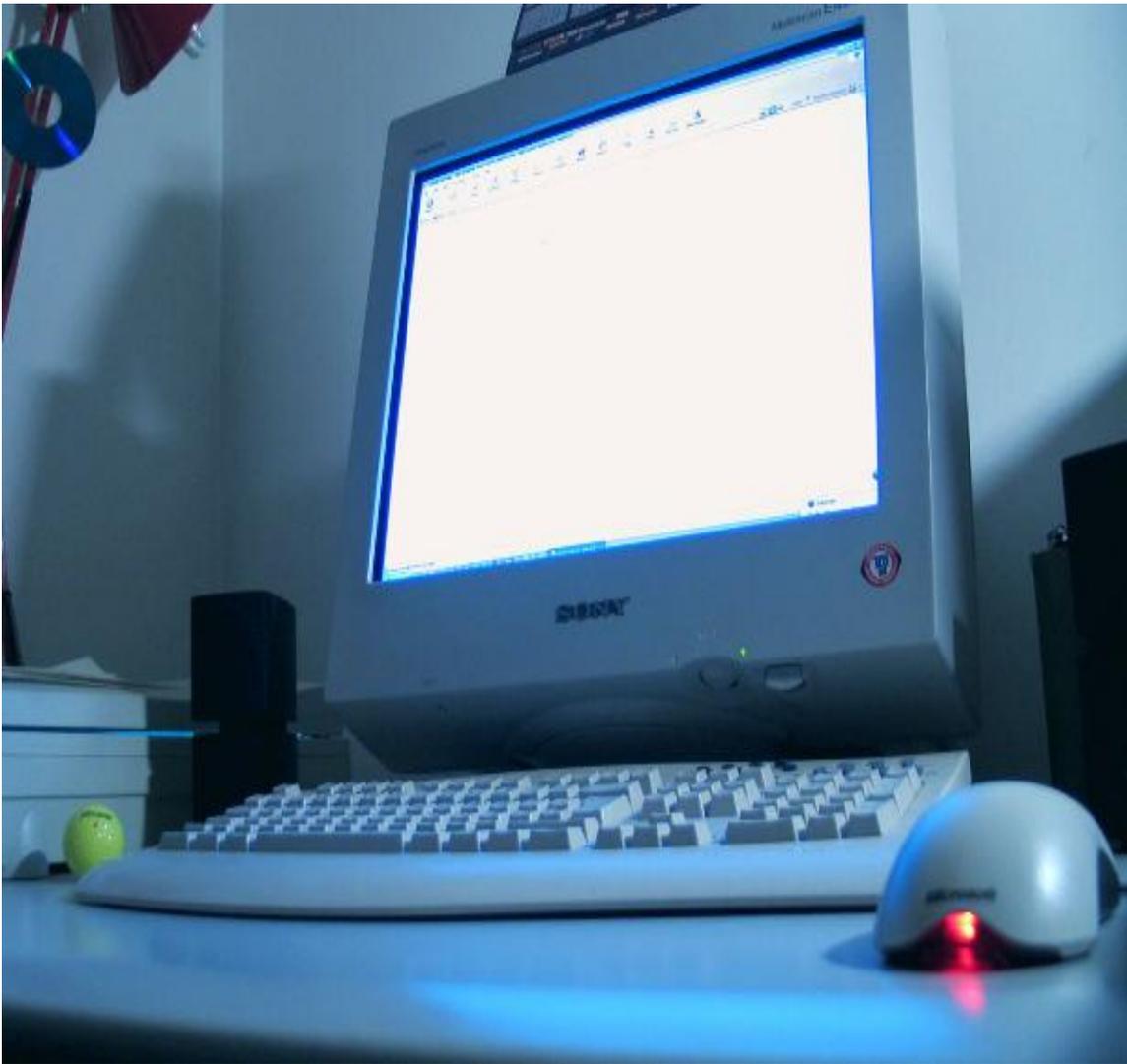
How will you then know if it is the right cloud tool for you? You have to determine first your goals. Once you are clear with your goals, it would be easier for you to choose an application that can help you progress smoothly and effectively. Surely, Cloud has something to offer for whatever objective you may have.

To help you segregate the relevant tools for your endeavor, I have identified a few Cloud programs that will certainly help improve your productivity.

1. SyncDocs – it a software that allows you to sync any document from your personal computer and your Google Docs. What's good about it is that documents are copied locally and therefore can be accessed even without a internet connection. While it is copied locally, documents can be accessed online. How cool is that?
2. Boomerang – It is a tool that works effectively with a Google account. Its function is to let you send emails, set up periodic emails, send follow up emails, trace email responses and a lot more.
3. Cloudsave – Is a Google Chrome browser extension that allows instant file saving by just right-clicking the file. It automatically saves your documents even without saving it locally first.

4. ZeroPC – It is a comprehensive software that does not work only as mobile application but also a full-scale PC program that will enable users to manage cloud accounts and services all at once.

5. Zoho – Is considered as a good substitute for MS Office 365 and Google Apps. It encompasses all of the essential productivity tools such as documents, notes, e-mails, calendar, bug tracker, CRM and many more.



# Chapter 4:

## *List Tools*

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### Synopsis

When you are working on a project, you will need to have a to-do-list tool to help you stay on track with your daily activities, your progress and your remaining jobs. To-do-list tools need not be all encompassing. As long as you can write down your task, add notes and set reminders, you are good to go.



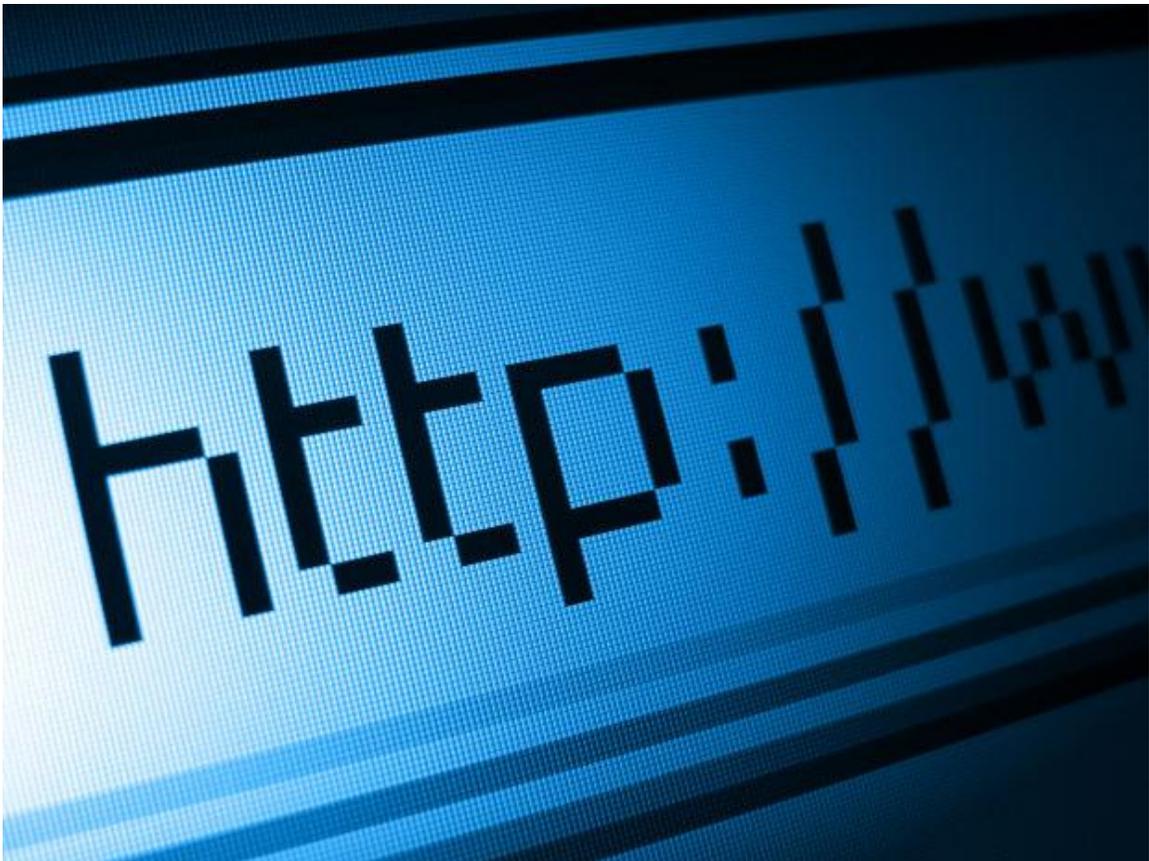
## **The Best Choices**

Surely there are tons of list tools that you can choose from but to cut short your effort in selecting the best from a stream of choices, we have identified the top list tools for you. Here are the best options.

Astrid is one of the most favorite. Before it was only available for android users but since they found that this application is a darling and they have developed Astrid for iOS users and it has become very popular. It is a great mobile application as you can create and share your to-do's in a certain group, you can modify it online and see the changes real time online. You can also update your to-do's via email and sync your data seamlessly with Google tasks. You can also enjoy the convenience of creating to-do's by voice. Above all, you can enjoy all of its benefits for free except if you want extra features which means an upgrade.

Another popular and effective list tool is Remember The Milk. It has been in the apps market for quite some time but still it is one of the best choices for apps users. This application allows you to create your to do list and update it anytime when necessary. You can also sync your Google tasks, Gmail and many others. It accommodates android, iOS and blackberry users. For iOS users, adding to-do's via Siri is convenient. This application offers a free account.

My favorite is Toodledo. This is perhaps the best free web and mobile application available for iOS, Android and Blackberry users. It is a to-do and project tracking manager combined which is why this application is indeed a piece of good fortune. Toodledo allows importing of data from other to-do managers via Google tasks. It will also let you share to-do's with a group and even email it to certain people if you have to. One of the best features is the ability to view all of the most important tasks and be able to sort them to keep everything organized. This tool will prompt you to do the tasks and will give you accurate measure of how long it takes you to complete the task for your future reference.



# Chapter 5:

## *Multitasking Tools*

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### Synopsis

In our world today, multitasking is unavoidable because people have become busier than before. In the world of employment, if you can't multitask you are far behind your co-workers who are effective multitaskers. Before, multitasking was viewed as ineffective because multitaskers were doing their job poorly.



## **Great Multitasking Tools**

Today, multitasking is not anymore a problem because of the many useful multitasking tools that are made available for everyone who wants to multitask. New technologies are designed to support multitasking and one of which is our smartphones.

Smartphones have become the most common multitasking tool. Sending text messages and emails while watching instructional videos is now possible with smartphones. In the car for example, drivers can now multitask because some smartphones have voice command features where you can direct the phone to do your task by voice while you are driving.

Computers with multiple screens are also effective for multitasking. It enables you do two tasks at a time without sacrificing one task over the other as both can be monitored and operated in two different screens. Other computers that don't have the second screen feature can still be used to multitask if it has the needed output where you can physically connect with another computer screen.

Headphones, especially those that are Bluetooth enabled, are also great multitasking tools. In my case, I normally listen to an audio book while I am editing a photo or designing in Photoshop. Also, it helps me monitor schedules even when I am driving as I can easily call my clients and business partners while driving at the same time.

# Chapter 6:

## *Organization Tools*

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### Synopsis

Being organized is very important when you are working on a project. Common sense would tell you that when everything is in order, you will find it easy to do the task because it's all arranged for your appropriate use. Therefore, it helps you finish each task faster than usual as it will eliminate the instances of excessive search for files because it was not saved categorically or by individual folder.



## **Organize**

Because of the advancement of our technology today, being organized all the time can be achieved when you make use of the available organizing tool. The good news is that, not all effective organizing tools are for sale, there are some excellent tools that you can use for free. Below are some of the most popular organizing tools that people use to help them stay organized.

To help you get the best organizing tool that can support your needs, you have to identify first what needs to be done and decide which tool will work for you best.

Google Calendar is popular to all Google users as a useful tool to organize tasks automatically and hassle free. It works along with Google mail and reader.

A backpack is one of the best organizing tools as it will allow you to create your priority list and add your to-do list. It is user friendly with a simple and nice interface. It can be accessed in your mobile devices, mac and personal computers.

Filofax-like organizer is my choice because it is complete. It allows me to store all the information I need in one location. It enables me to make a project list and develop a to-do-list per project. It is also a monitoring manager where I can create a

watch list. Not only that, I can store messages, important contacts and their addresses, store necessary information and diary.



# Chapter 7:

## *Email Tools*

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### Synopsis

Email is one of the best offsprings of technology. It enables us to communicate quickly to important people regardless of time and location. It is a piece of heaven made accessible to humans. I can't imagine myself working without using email as communication is relatively important to me.



## **Email Tips**

While email is useful it is also a form of distraction when not managed properly. It can eat up so much time sorting and deleting unnecessary emails to clean up your inbox. There are ways to manage your inbox effectively.

Here is the list.

1. You must check your inbox on a regular basis at a set time. This will help you control your messages at a manageable level because emails will never have a chance to accumulate.
2. Use the Two-Minute-Method to manage your time effectively when it comes to reading and answering emails. The rule is, if the email would take less than 2 minutes to read and to respond, take care of it right away even if it is not a high priority. On the other hand, if the email would take more than two minutes to read and reply, add it to your daily to-do-list to be taken care of within the day.
3. Use the flag or star email tool to highlight the emails that needs responses within the day.
4. Create a “to Read” folder for FYI emails that you need to update yourself on something you are working with your team.

5. Start creating a personal filing email system as it can help you organize your emails according to its category. Use folders to segregate your emails and label it accordingly. You can use common labels such as Action Items, Waiting and Reference to stay in good control over folders.

6. Use the email tool called “Rules” to preset incoming emails to go directly to a particular folder that you have set your rules to help you with the sorting. This tool would work best for emails sent to your inbox regularly such as sales reports, newsletters, blogs, e-books and the like.

Try these email tools and you will discover how effective these tools can be to help you manage your time and increase your productivity. Also, one thing that you can do to manage your time is to ask your team and your constant contacts to send you less email. This way you are likely to stay in control over your email inbox.



# Chapter 8:

## *Time Management Phone Apps*

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### Synopsis

What is really amazing about our technology today is that it has made our life easier, organized and productive if we know how to use it for our advantage and not the opposite. In the context of time management, smart phones can be of great help as it will enable you to use different useful applications that can help you manage your time effectively with a certain level of accuracy and speed.



## **Time Management By Phone**

If you are tired of being unproductive and would like to start organizing your goals, tasks and schedules you can start by downloading a time management application on your mobile phone. By doing so, you will be guided step by step as these applications are designed to make the time management job easy for you.

You can try one of the top three time management phone applications as these are the most wanted if not the best out there. Here they are.

1. Wunderlist – it is a free application that gives out great output. It is one of the most popular iPhone and iPad applications when it comes to the productivity category, specifically time management. It would let you create a to-do list and update it with just a few taps. Also you can easily check and uncheck tasks as indicators that those checked tasks are already completed.

2. Evernote – It is perfect for workaholic people who want to have full control over their responsibilities with just few clicks and taps. This application is efficient because it can function as a file manager of all connected devices as long as information is being synced or remotely connected to it. Accessing files, photos and videos from many different devices can be done with Evernote.

3. MindNode – This application is a basically a mind-map tool which is perfect for managers, team leaders and sales people as it is designed to let your thoughts move out from your brain and transcribe into visual material. If your job involves regular brainstorming, this application is best for you. Using a simple interface, MindNode will let you create, edit, manage and save your files.



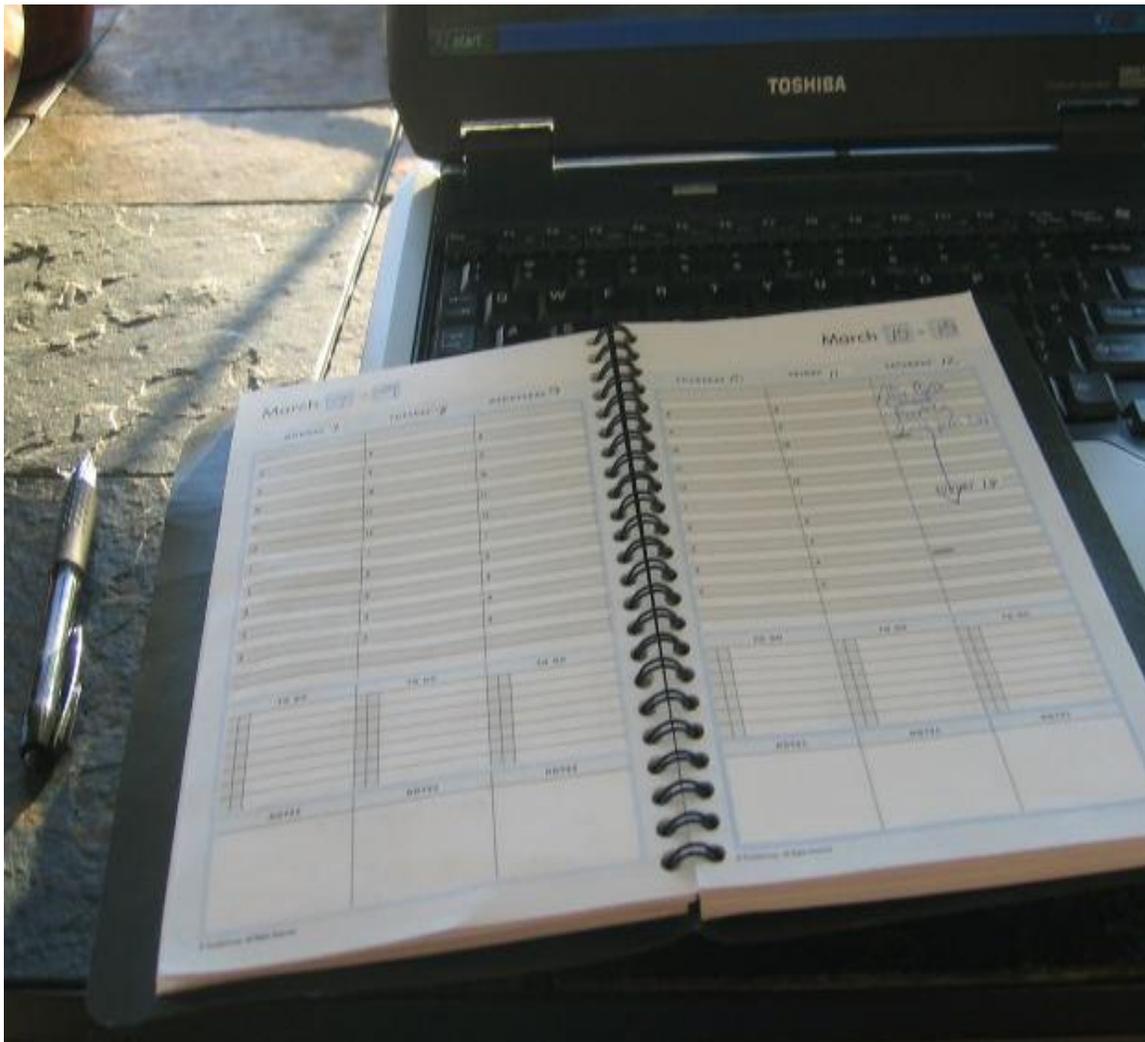
# Chapter 9:

## *Goal Setting Tools*

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### Synopsis

We have learned that the initial step to take in whatever project that you may have is goal setting. In order to ensure the success of your project you must keep those goals and follow your action plan consistently without fail and with so much carefulness.



## **Online Time Management**

One good thing about the technology today, even goal setting can be done online. This is helpful because you can follow, review and update your plan anytime and anywhere as long as you are connected to the internet. This will work best on projects that involve many people in a group and also individual projects designed for personal satisfaction.

Online goal setting tools can help you track your goals and stay on target. There are a few great tools that can help you attain your goals for free. This is good because you don't need to spend money on tracking your goals, instead you use your money in the process of accomplishing your goals. Here are the list of free programs that you can use to help you stay on track with your goals.

Goalmigo is an online application that lets you track your goals and keep you updated on the things that need to be done in order to attain your objectives. You can also set reminders and add some notes for better execution. Goalmigo also allows adding of supporters that will keep you motivated in achieving your goals.

SuperViva is another free program that works like Goalmigo. It encompasses the SMART goal scheme which will let you follow and organize your goals by category. What's so good about SuperViva is that it allows you to prioritize goals and add budget for your better implementation of your plans.

LifeTango can be the best choice among other online goal setting tools. This is because after you have created a plan and started implementing it, a useful tracker will measure the development of your project from 0 to 100 percent. With this, you can be well aware of your progress. Also, it will allow you to add tasks under each goal to help you stay on track and productive.



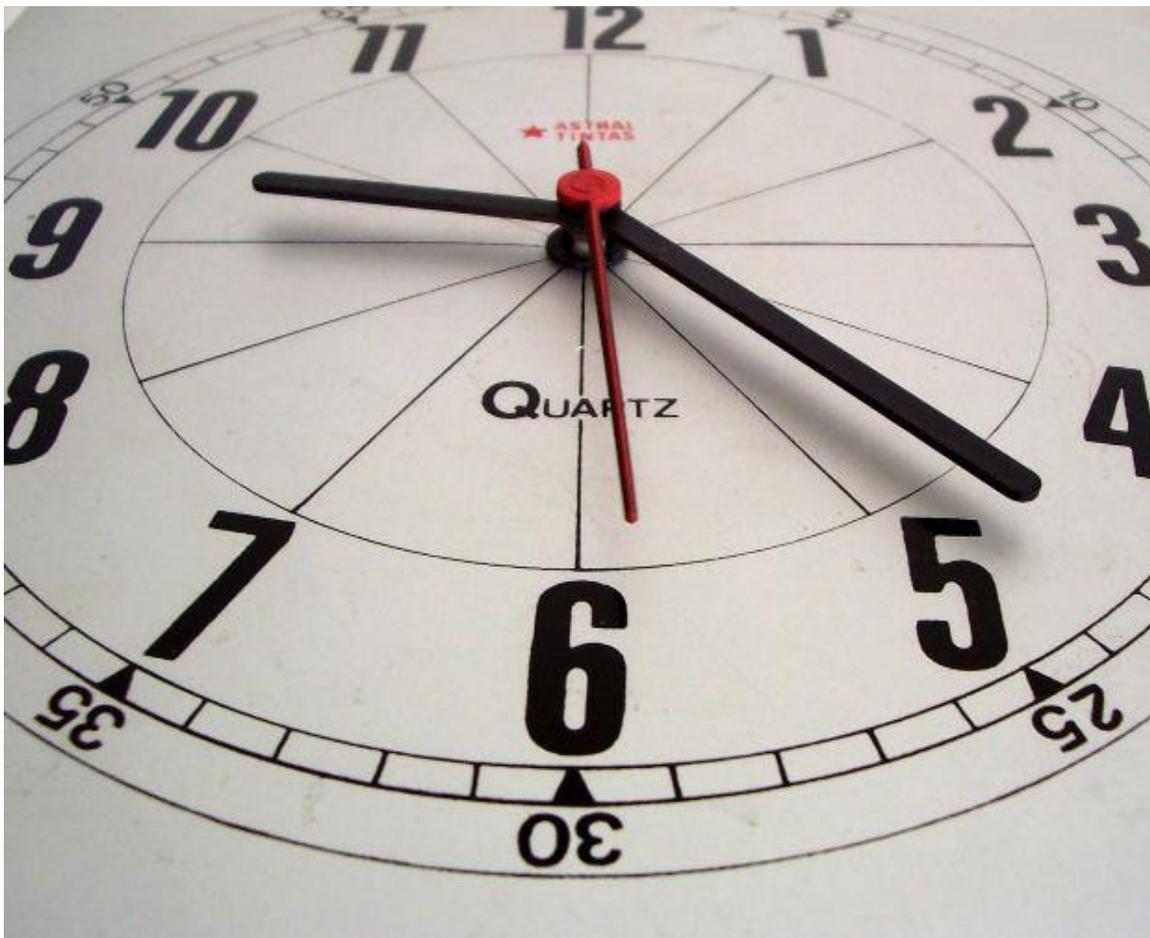
# Chapter 10:

## *The Benefits Of Time Management Tools*

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### Synopsis

Some people are very conscious on how they are spending their time because they value productivity enough to discipline themselves to manage their time effectively. This is true to most freelancers who are facing a lot of different tasks every day.



## **The Positive Outcomes**

Apparently, if they are managing a few different tasks they have to have good time management to complete the job efficiently. Fortunately, this dilemma can be improved with the use of Time Management Tools. I have listed few useful time management tools and its benefits. You can choose from any of these tools considering the type of your job and your work requirements.

Remember the Milk:

This is a to-do-list program that lets you add important tasks that you need to complete with a period of time. It also allows you to prioritize task and update it by checking off a task soon as you're done with it. This application will run on both Android and iOS platforms.

Google Calendar:

It is a free calendar powered by Google. This application is commonly used by Google users to keep up with their schedules and set priorities effectively. The good thing about it is that it can be accessed anytime and anywhere with the use your mobile phone or computer.

### Rescue Time:

This application would let you track your time effectively and let you identify the areas that need time management.

### Ta-da Lists:

This program has a very simple interface where you can create and manage your to-do's. Just like the other programs mentioned above, you can use this free of charge.

### Ronin:

This application has a time tracking and built in invoicing function. It is fairly easy to use with sleek and intuitive interface. This is a good application for freelancers who are billing their clients based on their productivity.



# Wrapping Up

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For many people, time management is extremely difficult to maintain. Thankfully, technology is here to help with many programs and apps that were listed in the book above. If you want to succeed in today's world, you need to have proper time management skills. Life is fast paced and it is easy to get left behind if you do not do the correct things to prevent it. Try out some of the useful suggestions you have been provided and start enjoying your success!

