Time Management Apps

From planners to mortar boards, from desk calendars to spreadsheets, there are a plethora of ways for the 21st century college student to manage their time and stay ahead of their busy schedules. Outside of paper options, now there are a wide variety of smart phone applications for both the iPhone and Android systems. The four mentioned here caught our eye as some of the best on the market, though they are only a sample size of what’s available to the collegiate consumer.

**Timeful App**

The Timeful App is available to both systems and synchs to your phone’s calendar. Timeful presents an easy to use intuitive interface that allows students to plot their day, week, and semester by the hour. Additionally, Timeful picks up on habits and recurrent trends and helps schedule your time by interacting with you.

**HabitRPG**

The HabitRPG time management app weds gaming and personal organization and is available to both systems. HabitRPG allows you to track your schedule, habits, and behavior that you want to become routine and those you want stop. With HabitRPG it all plays out in the form of a role playing game. Keeping appointments and good decisions reward and strengthen your character in his or her adventure, while the opposite can harm them. This a creative app that engages students in their time management beyond simple calendars.

**30/30**

30/30 is a time management app that allows you to create your own work/break cycles. You can create 30 minutes of uninterrupted study time, followed by a reward of a 30-minute break. The time constraints force you to focus and reduce the amount of wasted time. This user-friendly app allows you to easily adjust the work/break cycle lengths depending on the specific tasks and help you stay on track with your studies.

**Google Keep**

Google Keep is an Android product that synchs to your Google Drive to some degree. The interface is from Google Plus and allows note taking, tasks lists, photos, and recorded messages. The organizational style is more fluid than the traditional calendar approach and focuses on color coding.

Remember to play around with your options and find what time management styles fit the way you think the best.

For more information, please visit lasso.okstate.edu/success-coaches or contact Lasso at (405) 744-3309 or successcoach@okstate.edu