



Organizational Tools and Technologies to Help you Stay Organized



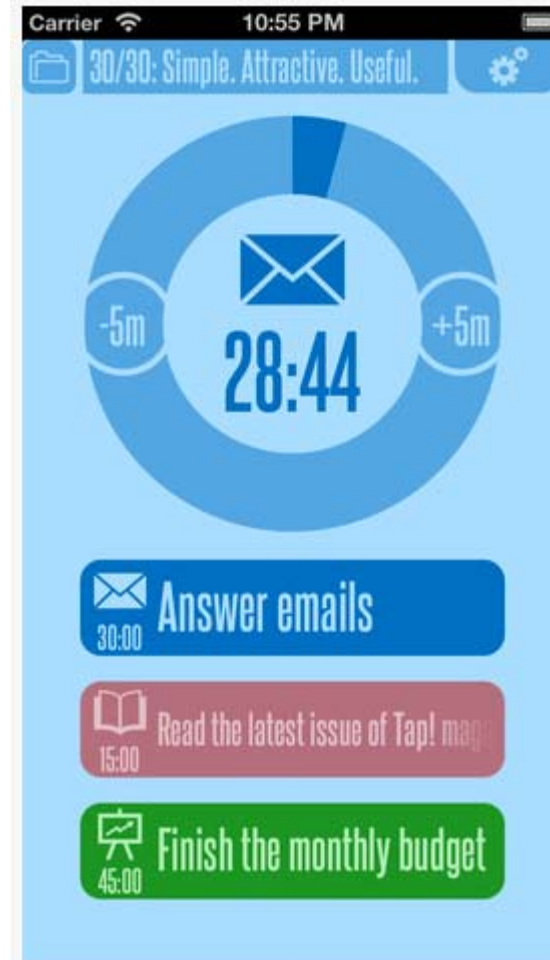
Tool 1: teuxdeux.com

- Online to-do list.
- Create account and access from any computer.
- App for phones and iPad that syncs with web-based system.
- Generate to-do lists and drag and drop based on priority.

The screenshot displays the Teuxdeux.com interface. At the top, there is a red header with the text "TEUXDEUX". Below the header, a red arrow points to the left. The main content is organized into three columns representing the days of the week: SUNDAY (OCTOBER 14, 2012), MONDAY (OCTOBER 15, 2012), and TUESDAY (OCTOBER 16, 2012). Each day has a search bar at the top and a list of tasks below. On Sunday, the tasks are "Call Mom", "Do laundry", and "Buy birthday gift for Jennifer". On Monday, the task is "Send email to David". On Tuesday, there are no tasks listed. At the bottom, there is a section for "SOMEDAY (3)" with a search bar and three tasks: "Organize closet", "Buy plants for balcony", and "Create new filing system for office".

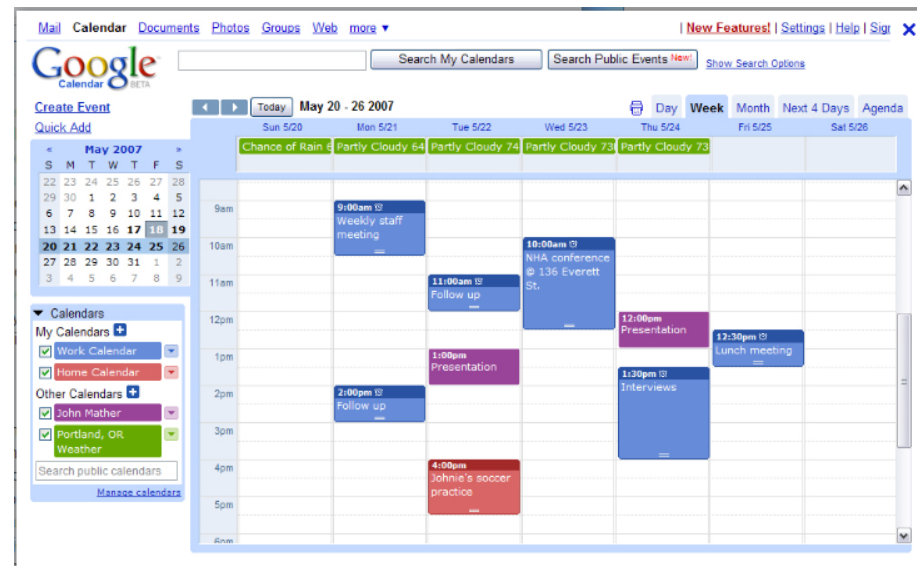
Tool 2: 30/30 App

- Free app for phone and iPad
- Add tasks and set timer for each task (estimate how long it will take you).
- Device will keep track of how much time has elapsed and will send warnings when time is running out.



Tool 3: Google Calendar

- Schedule classes, appointments, due-dates.
- Color-code based on type of event/assignment.
- Tasks list feature.
- Syncs with other devices.
- Accessible from all computers and devices.



Tool 4: Timers

- If you have an overwhelming work load or are easily distracted, set timer for 20 minutes, work until time is up, take a short break and then set timer again until work is complete.
- Use physical timer or online timer:
<http://www.online-stopwatch.com/countdown-timer/>



Technology can work wonders for organization, but one must be careful...

- When choosing a new technological tool to help you, always consider the following:
 - Is this tool a distraction?
 - Is this tool a method for further procrastination?
 - Is this tool taking longer than an “old-fashioned” tool?
 - Is this tool truly helping me to achieve my goal?