








**TECH TOOLBOX:**  
**APPS AND DIGITAL RESOURCES FOR EXECUTIVE FUNCTION**

**ALL IN ONE PRODUCTIVITY APPS**



APP	DESCRIPTION	Pros	Cons
<p><a href="#">Fantastical</a></p> 	<p>Fantastical is a calendaring and task management app that allows users to transition between daily, weekly, and monthly views easily. It syncs across devices and is available on Apple only, starting at \$4.99 for iPhone. Add attachments (e.g., rubrics, assignment sheets), integrate geotagged reminders, and create “calendar sets” to differentiate between school, extracurricular activities, family, etc. It also integrates with Google Calendar and Todoist. \$4.75 monthly for individuals; \$7.50 for families up to 5 14-day free trial</p>	<ul style="list-style-type: none"> <li>- Sleek user interface</li> <li>- Calendar functionality and task management built-in</li> <li>- Helpful, intelligent suggestions based on past use</li> </ul>	<ul style="list-style-type: none"> <li>- Free version lacks many of the most useful features such as adding tasks</li> <li>- Limited to IOS and Mac devices only</li> <li>- Non-intuitive calendar-sharing options</li> </ul>
<p><a href="#">Things</a></p> 	<p>Things is a productivity app that provides an all-in-one calendar and task management system. It has a clean design and syncs across Apple devices only. It displays “today” and “upcoming” lists to show everything for the week ahead. Integrates Google Calendar. Things 3 is a task-management app at its core, and the calendar functionality is built to serve your task management. One major downfall is the cost; you must pay for the app on each device. Mac - \$49.99 iPhone &amp; Watch - \$9.99 iPad - \$19.99 15-day free trial</p>	<ul style="list-style-type: none"> <li>- Allows for “projects” with multiple steps/tasks</li> <li>- Multiple time management options to attach to tasks (both “start date and due date” for future tasks, “morning” and “evening” tasks etc.)</li> </ul>	<ul style="list-style-type: none"> <li>- Limited to iOS and Mac devices</li> <li>- No ability to delegate/collaborate on tasks with others</li> <li>- Purchasing the app on a MacBook, iPad and iPhone could cost up to \$80</li> </ul>



<p><a href="#">Todo-Cloud</a></p> 	<p>Keep your tasks up to date on all your devices by choosing one of Todo's many sync options. One of the most powerful productivity tools. This app is useful when you have a deadline, need to focus, prioritize and get things done quickly like home or school projects or dozens of detailed work tasks. Todo is loaded with features like detailed projects, sub-tasks, start dates, due dates, recurring tasks, multiple task alerts, overdue tasks, drag and drop, search, print lists, folders, and more. Available for Apple, Android and the Web. Free Version available Premium version costs: \$2.50/month; \$30 annually</p>	<ul style="list-style-type: none"> <li>- Extremely powerful, feature packed app with location-based reminders, robust task management that includes checklists &amp; projects</li> <li>- Easily shareable with others</li> <li>- Available on all major platforms, iOS, android, mac, pc, web</li> </ul>	<ul style="list-style-type: none"> <li>- Some more advanced features only available on paid version</li> <li>- Given how powerful and feature rich it is, there is a learning curve to maximizing it's potential</li> </ul>
<p><a href="#">Google Workspace</a></p> 	<p>Google workspace is an integrated suite of connected apps that leverages Google's strengths in web-based collaboration to function as a one stop shop for project management, calendaring and task management. Free</p>	<ul style="list-style-type: none"> <li>- Very easy to collaborate and share calendars, tasks and projects</li> <li>- Highly integrated with other google products</li> <li>- Free</li> </ul>	<ul style="list-style-type: none"> <li>- The fully integrated Google Workspace is only web-based. Individual google apps are available on all other platforms, but not in the integrated form</li> <li>- Explanation of features and the gradual rollout of new features is confusing and non-intuitive</li> </ul>
<p>Educator Selection</p>			
<p><a href="#">Notion</a></p> 	<p>Notion is great! I really like the variety of options that it gives you for different kinds of task lists, calendars, and project management tools. You can experiment with different approaches. You can access it from your computer or a smartphone, so it's easy to update on the go. It's also a very pretty app to look at. However, I can see it being too much for someone who is new to having a task list or who gets fixated on little details. Free and premium versions available.</p> <p>~Maggie M.</p>		

## DIGITAL STUDENT PLANNERS




APP	DESCRIPTION	PROS	CONS
<p><a href="#">MyHomework</a></p> 	<p>The MyHomework student planner offers a class scheduling feature and will help students track individual assignments. Students can customize and categorize assignments by type, due date, and level of priority. Functionality also allows students to set reminders and connect with teachers. Available as an app and Google Chrome extension. Free and premium versions available; premium is \$4.99/year.</p>	<ul style="list-style-type: none"> <li>- Very functional – allows for tracking of assignments, projects, tasks, classes, etc.</li> <li>- Built-in reminders for upcoming due dates and classes</li> <li>- Syncs between devices</li> <li>- Available on multiple platforms</li> <li>- Premium version allows for sharing of homework &amp; planner</li> </ul>	<ul style="list-style-type: none"> <li>- Free version has ads and lacks functionality to share projects and homework or access to external calendars.</li> </ul>
<p><a href="#">MyStudyLife</a></p> 	<p>MyStudyLife is available on multiple platforms (iOS, Android, and a google chrome extension). The app is free to use and integrates thoughtful task management and offline usage abilities into its versatile scheduling and class management features. MyStudyLife also includes a customizable calendar that allows you to input your school breaks and vacations, which will intelligently pause any reminders and notifications about schoolwork during those times and allow you to enjoy your well-deserved break! Free.</p>	<ul style="list-style-type: none"> <li>- All features of the app are free</li> <li>- Customizable calendar can be modified to include vacations, school breaks, etc., so that reminders of classes/lessons are paused during school breaks</li> <li>- Thoughtful addition of task completion percentages (e.g., 30%, 50%, 80%), rather than the binary options of “complete/incomplete”</li> <li>- Available on iOS, Android, and as a google chrome extension</li> </ul>	<ul style="list-style-type: none"> <li>- Does not sync with google calendar</li> <li>- No option to share assignments, task lists, etc.</li> <li>- Seemingly persistent login problems</li> </ul>
<b>Educator selection</b>			
<p><a href="#">Assignment Tracker</a></p> <p>ASSIGNMENT TRACKER</p>	<p>I'm a huge fan of the built-in assignment tracker template on Google Sheets. I started using this with students during the pandemic as a way of planning out homework with them virtually, and then I started using it on my own as well. I ended up customizing a version of this tracker that has tabs for each of the different projects I'll work on over a year, and it's the first place I go when I'm organizing my to-do list for the week. I think it's a great tool for anyone who enjoys organizing their thoughts and wants to customize their to-do list so that it feels personal and helps them get as much done as possible.</p> <p>~Jake F.</p>		



## CALENDARING

APP	DESCRIPTION	Pros	Cons
<p><a href="#">Awesome Cal 2</a></p> 	<p>3-in-1 app that automatically syncs across devices. Calendar, to-do lists, notes with photos, and more. It has an elegant, easy-to-use interface to organize your life and schedule. App offers month, week, day and list views, event alarms, collapsible weeks, and holiday listings. Useful widget shows full month views and fun, innovative options to add stickers to important dates and events on the calendar. Has support for notetaking with feature-rich notes that allow for pictures to be added. iPhone, Apple Watch and iPad compatible, starting at \$14.99.</p>	<ul style="list-style-type: none"> <li>- Available across Apple watch, iPhone and iPad</li> <li>- Extremely feature rich</li> <li>- Support for class timetable features for class routines</li> </ul>	<ul style="list-style-type: none"> <li>- No cross-platform support beyond iOS</li> <li>- While the free version seems to have all features, it is ad-supported</li> <li>- Some features only available to premium subscribers</li> </ul>
<p><a href="#">Cozi</a></p> 	<p>Cozi is the must-have organizer for families. It helps coordinate and communicate everyone's schedules and activities, track grocery lists, manage to-do lists, and keep the whole family on the same page. This app syncs with Google Calendar. Available on Apple and Android. Annual subscription starts at \$42/year.</p>	<ul style="list-style-type: none"> <li>- Tracks to-do lists, shopping lists, etc.</li> <li>- Assigns a color to each family member to easily identify who made the event and who is participating</li> <li>- Allows syncing of school calendars and classroom schedules</li> <li>- Allows up to a dozen people to share the calendar</li> <li>- Helpful "list library" of prefab planners for various activities and projects</li> </ul>	<ul style="list-style-type: none"> <li>- Free version has ads and misses out on some features such as calendar change notifications, shopping mode, and birthday trackers</li> </ul>

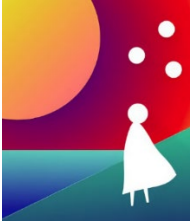
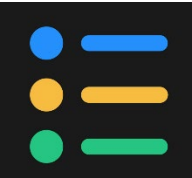

<p><a href="#">Any.do</a></p> 	<p>Any.do is a calendar and task management app available on virtually every platform (iOS, mac, android, chrome extension, windows, web, etc.) along with integrations with smart assistants such as Siri and Google Assistant. Free forever</p>	<ul style="list-style-type: none"><li>- Ubiquitous on virtually every platform available</li><li>- Thoughtful integration with Gmail add-ons and ability to forward tasks or messages from WhatsApp</li><li>- Sleek, clean interface</li><li>- Available on both apple watch and wearOS watches</li><li>- Recently added project &amp; team management features are a big plus</li></ul>	<ul style="list-style-type: none"><li>- Location based reminders and a few other key features such as uploading files to tasks are restricted to paid version</li></ul>
<p>Educator selection</p>			
<p><a href="#">Google Calendar</a></p> 	<p>Google Calendar is a must-have for me to keep track of everything on my schedule. Whenever I start working with a student on time management, one of the first things I do is open their Google Calendar with them and show them how to take it for a spin. I think the colors and the design make it fun for students to use, especially once they start putting together a color-coding system. Plus, the mobile app makes setting notifications a great accountability tool for staying on task and being on time.</p> <p>~ Jake F.</p>		

## TASK MANAGEMENT

APP	DESCRIPTION	Pros	Cons
<p><a href="#">Google Tasks</a></p> 	<p>Google Tasks integrates seamlessly with Google Calendar as a task management system. You can easily add and remove tasks, add details to tasks, and set due dates and times. Create multiple lists for different Google accounts, and even add emails as tasks, as the app syncs with Gmail. This is a great option for Google suite users. Free</p>	<ul style="list-style-type: none"> <li>- The simple interface helps with quickly adding and editing tasks</li> <li>- Available on multiple platforms (iOS, android and web)</li> <li>- Integrates with other google services such as google calendar and google docs</li> <li>- Functional widgets on both iOS and Android</li> </ul>	<ul style="list-style-type: none"> <li>- As a no-frills task management solution, it may lack some of the robust features that power users are seeking</li> <li>- Currently does not support collaboration and assigning tasks to others</li> </ul>
<p><a href="#">To Do</a></p> 	<p>Formerly known and beloved as Wunderlist, Microsoft recently rebranded the task management app as To Do. Tasks can be added to the “task list” with steps, due dates, level of priority and reminders. All tasks are shareable, and there are several views available, including “my day,” important, planned and tasks. Available on Apple, Android and on the web. Free to use.</p>	<ul style="list-style-type: none"> <li>- Allows you to add details to your tasks (such as attachments, dates, times etc.)</li> <li>- Uses natural language wording to create recurring tasks (e.g. “every other Friday”)</li> </ul>	<ul style="list-style-type: none"> <li>- Lacks some of the more common features on modern to-do list apps such as multiple views and filters</li> <li>- Does not allow for detail to be added to sub-tasks or for assignees to be added</li> <li>- Collaboration in general is limited, other collaborators need to create or have Microsoft accounts</li> </ul>
<p><a href="#">Todoist</a></p> 	<p>Todoist is a task list at its core, but it also allows you to set reminders and turn emails into tasks. Connect Todoist with Google Cal, Dropbox, and Amazon Alexa. The premium version allows users to add time or a location to reminders, comment on tasks, add labels, and sort tasks. Premium version is \$4/month.</p>	<ul style="list-style-type: none"> <li>- Available on all platforms (iOS, android, web, windows) with easy syncing</li> <li>- Great use of natural language input and in-depth productivity reports</li> <li>- Detailed and insightful interface with multiple views (daily, project board, etc.)</li> <li>- Allows for collaboration</li> </ul>	<ul style="list-style-type: none"> <li>- Pricier than other task list options</li> <li>- Some of the most powerful features are limited to premium subscribers</li> </ul>




<p><a href="#">Trello</a></p> 	<p>Trello is a visual collaboration tool used for project management based on the Kanban organizational system of visually organized boards. Students can use Trello to manage daily coursework and long-term projects. This is also a great lesson planning tool for teachers. Trello is a free web-based app and is also available on Apple and Android devices. Trello offers “Power Ups” which are some extra customizations to the basic boards (such as calendar views, time tracking and custom fields). Premium version starts at \$5/month.</p>	<ul style="list-style-type: none"><li>- Interface is intuitive, eye-catching and easy to understand</li><li>- Offers cross-platform functionality on Android, iOS, desktop, web and Apple watch (not wearOS)</li><li>- Allows for collaboration between team members</li></ul>	<ul style="list-style-type: none"><li>- Free version limited to 10 boards and only 1 “power up” per board</li><li>- More expensive than other task management apps</li></ul>
<p>Educator Selection</p>			
<p><a href="#">Llama Life</a></p> 	<p>Llama Life is a tool I have found helpful in maximizing EF. It allows tasks to be listed, estimated times to be assigned, and timers to be set to help task progression without distractions. \$6/month or \$39/year.</p> <p>~ Hanna R.</p>		

## HABIT TRACKERS





APP	DESCRIPTION	Pros	Cons
<p><a href="#">Fabulous</a></p> 	<p>Developed by a team of behavioral economists from Duke, Fabulous champions its use of evidence-based strategies to develop and maintain new habits. Dynamic, beautiful and eye-catching, Fabulous integrates research articles into its feature-rich interface that also has a focus on overall wellness. Subscription is \$39.99/year with a one-week trial</p>	<ul style="list-style-type: none"> <li>- Fun, vivid and dynamic interface is enjoyable to interact with</li> <li>- Prioritizes overall wellness and has coaching, guided exercises and meditations built in</li> <li>- Access to community features to interact with others using the app, as well as access to a live coach who can give personalized feedback</li> </ul>	<ul style="list-style-type: none"> <li>- Given it's feature rich interface, it can be confusing to navigate</li> <li>- There is not free version, only a free one-week trial</li> </ul>
<p><a href="#">Productive</a></p> 	<p>Straight-forward habit tracker that excels in providing visual depictions of progress. Productive has robust statistical graphs and charts and feels professional and polished. Available on iOS and Android. Free version available; premium starts at \$6/month.</p>	<ul style="list-style-type: none"> <li>- Easy to use, straightforward interface</li> <li>- Free and paid versions available</li> <li>- Statistical charts and graphs are detailed and clear</li> <li>- Integrates challenges to make habit building more interesting</li> </ul>	<ul style="list-style-type: none"> <li>- Free version limited to 5 habits</li> <li>- Not as feature rich as other options in this category</li> </ul>
<p><a href="#">Habitica</a></p> 	<p>Habitica leans into the gamification aspect of tasks. Users can outline habits that they want to build and to-do list items that they need to get done. Users can also set the difficulty level of these tasks and their avatar either levels up or down depending on these tasks getting completed. Habitica also includes a social component where users can team up with their avatars and fight monsters together. Free</p>	<ul style="list-style-type: none"> <li>- Free to use</li> <li>- Highly customizable</li> <li>- Feature-rich</li> <li>- Social component allows interactions and co-play with other users</li> <li>- Great for younger users who enjoy game-based challenges</li> </ul>	<ul style="list-style-type: none"> <li>- User interface is not particularly intuitive</li> <li>- No desktop app</li> <li>- Not ideal for users who don't enjoy gaming</li> <li>- The gaming itself might become a distraction</li> </ul>






**DIGITAL DISTRACTION TOOLS**

APP	DESCRIPTION
<p><a href="#">Forest</a></p> 	<p>This app is available for iPhone, Android, and Chrome. Build your forest by growing virtual trees to increase your focus time. You can set a timer for an allotted time, starting at 10 minutes. The more trees you grow, the more points you earn and types of plants you can add to your forest. The app partners with real tree-planting organizations to plant trees across the earth. Compete with friends to see who can grow the biggest forest and do good for the environment in the process! \$3.99</p>
<p><a href="#">Space</a></p> 	<p>Space incorporates time management features to break down your phone usage into an “addiction score” showing you how often you unlock your phone as well as comprehensively logging your usage for the day. This is a great tool for those who thrive on setting goals and challenging themselves. Available on iOS, Android, and Chrome. Free or the Pro version is \$3.99.</p>
<p><a href="#">Freedom</a></p> 	<p>Freedom is an all-in-one distraction blocker that prevents users from opening extraneous apps and accessing websites on a computer, iPhone, iPad or Android device. You can even block the entire internet. There are a variety of customization options, and parents can control. Freedom costs \$8.99 per month, \$39.99 per year or \$99.50 forever.</p>

## EMOTIONAL REGULATION TOOLS

<p><a href="#">Calm</a></p> 	<p>The Calm app is for people of all ages and features mindfulness and sleep stories to help children enjoy moments of stillness and quiet. The Calm Kids section teaches calming techniques, including belly breaths and loving kindness. Mindfulness supports students with emotional regulation, decreases stress and anxiety, supports skills to focus attention and more. Premium version is \$69.99/year.</p>
<p><a href="#">Headspace</a></p> 	<p>The Headspace app is for people of all ages and provides kids with breathing exercises, meditations and visualizations focused on calm, kindness, movement and sleep. Customized age groups include 5 and under, 6-8 and 9-12. A free “basics” option will get you started, and then monthly and annual subscription options are available at \$12.99 and \$69.99 respectively.</p>
<p><a href="#">Smiling Mind</a></p> 	<p>Smiling Mind is a free app developed by psychologists and educators. There are programs available for people of all ages, including youth. Meditations support students with attention, wellbeing, sleep, and stress. Smiling Mind also provides social emotional learning for schools, which includes teacher professional development, student workshops and classroom resources. Free.</p>
<p><a href="#">Balance</a></p> 	<p>Highly intuitive and customizable app. Balance gets feedback from the user and adjusts the meditations based on what is most helpful and relevant in a bid to make meditation as easy habit to develop. Balance also asks about users’ familiarity with meditation techniques and introduces them before the meditation if needed. The first year is free, and then Balance costs \$11.99/month or \$69.99/year.</p>

## TIME MANAGEMENT APPS AND TOOLS

<p><u>Rescue Time</u></p> 	<p>RescueTime gives you an accurate picture of how you spend your time to help you become more productive every day. You can track your time spent on websites and applications and set goals. Mac, PC, Android, and Linux compatible. Free or premium version starts at \$6.50/month.</p>
<p><u>Time Timer</u></p> 	<p>This free app allows individuals of all ages to visually see their time ticking away, in turn allowing them to manage time better. Take advantage of the ability to customize, save and re-use timers with countless options including timer names, color coding, alert options, and timer scale options. Available on Apple and Android devices for free.</p>
<p><u>Tomato Timer</u></p> 	<p>The Pomodoro technique encourages users to work in 25-minute chunks followed by 5-minute breaks. Tomato Timer is a free, simple web-based app to help people use this productivity technique. Free</p>