

TECH TOOLBOX: APPS & DIGITAL RESOURCES FOR EXECUTIVE FUNCTION

1. ALL-IN-ONE PRODUCTIVITY APPS

App & Link	Description & Pricing	Pros	Cons
Google Workspace 	An integrated cloud suite (Docs, Sheets, Drive, Meet, Calendar) that serves as a standard hub for student project management, note-taking, and file organization. Pricing: Free	• Standard across K-12 and higher ed • Seamless real-time collaboration and sharing • Integrates natively across web and mobile	• Individual apps are siloed on mobile rather than in one unified hub • Can lead to cluttered digital file organization without coaching
TickTick 	A flexible productivity hub combining customizable task lists, visual calendar time-blocking, built-in habit tracking, and focus timers (Pomodoro/stopwatch). Pricing: Free; Premium ~\$3.99/month	• Combines to-dos, calendar blocking, and timers in one interface • Fast natural language date entry	• Calendar view and advanced custom filters require Premium • Can cause visual clutter if overloaded with low-priority tasks

		• Full cross-platform parity (iOS, Android, Mac, Windows, Web)	
Notion  Notion	A visual, highly modular workspace for note-taking, project tracking, assignment databases, and resource wikis. Pricing: Free for students and personal use	• Highly customizable to match any visual learning style • Flexible database views (Kanban boards, lists, timelines) • Cross-platform syncing across all devices	• Steep learning curve for initial setup • Easy to get lost in customization rather than doing coursework

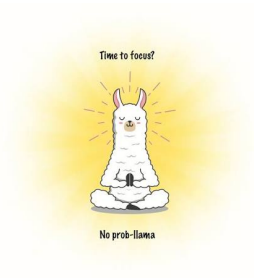
2. DIGITAL STUDENT PLANNERS & CALENDARING

App & Link	Description & Pricing	Pros	Cons
Google Calendar 	A digital scheduling standard that allows students to time-block days, visually color-code classes and extracurriculars, and set automatic reminders. Pricing: Free	• Clean, intuitive visual time-blocking • Multi-calendar overlay (classes, exams, personal) • Reliable push alerts to combat time-blindness	• Lacks native course-specific timetable logic (e.g., rotating A/B day cycles) • Requires deliberate habit formation to consult regularly
Structured 	A visual daily planner that converts calendar events and to-do items into a single, vertical, color-coded timeline. Pricing: Free; Pro ~\$2.99/month or lifetime unlock	• Vertical daily timeline makes the passage of time concrete • Visual live alerts show current and upcoming tasks	• Designed primarily for single-day execution rather than multi-week project archives • Manual reorganization needed if the day gets derailed

		• Integrates smoothly with Apple Calendar and Reminders	
MyStudyLife 	A student planner built specifically to handle academic schedules, rotating class timetables, tracking exam dates, and monitoring multi-day assignment completion. Pricing: Free	• Native support for rotating and block schedules • Tracks percentage-based assignment progress • Pauses academic notifications during designated school breaks	• Syncing with external calendars can require manual configuration • Interface updates are slower compared to general productivity apps

3. TASK MANAGEMENT

Microsoft To Do 	A straightforward, clean task management app featuring smart lists and a dedicated daily planning view. Pricing: 100% Free	• "My Day" resets every morning to eliminate overdue task anxiety • Simple sub-task checklists and file attachments • Full cross-platform sync across web and mobile	• Lacks a side-by-side calendar time-blocking view • Does not support deep, nested task dependencies
Todoist 	A powerful task manager featuring natural language entry, project categorization, sub-tasks, priority tagging, and productivity tracking. Pricing: Free; Pro ~\$4.00/month	• Intuitive natural language parsing (e.g., "History paper due Friday at 5pm") • Flexible views (List and Kanban boards) • Cross-platform syncing and widget support	• Location-based reminders and advanced filters require Pro • Deep sub-project nesting can become complex without initial coaching

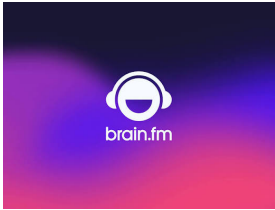
<u>Llama Life</u> 	A task execution tool designed for neurodivergent workflows that pairs task lists with visual countdown timers to keep students on pace. Pricing: ~\$6.00/month or \$39.00/year	• Directly targets time-blindness with visual pacing • Soft alarms and gentle chimes keep attention anchored • Low-friction, single-task focus mode	• Not intended to be a long-term project archive • Requires an active subscription after the trial period
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4. HABIT TRACKERS & DISTRACTION BLOCKERS

App & Link	Description & Pricing	Pros	Cons
Forest 	A visual focus timer where focusing for set durations grows virtual trees that form a digital forest; leaves wither if the user leaves the app. Pricing: ~\$3.99 (iOS) / Free with ads (Android)	• Low-stress, rewarding visual incentive to stay off the phone • Real-world tree-planting partnership adds tangible meaning • Tagging feature allows tracking study vs. personal focus	• Does not enforce hard system-level website blocking on computers • Gamification can lose novelty for older students over time
Freedom 	A cross-device distraction blocker that blocks custom lists of websites, apps, or the entire internet during scheduled study sessions. Pricing: ~\$8.99/month, \$39.99/year, or lifetime license for \$199	• Blocks distractions across all devices simultaneously (computer, tablet, phone) • "Locked Mode" prevents disabling blockers mid-session	• Requires an ongoing paid subscription or lifetime purchase • Accidental over-blocking can interrupt research if a required site is blacklisted

		• Can be pre-scheduled to match recurring study blocks	
Habitica 	A habit-building and task management tool that turns daily routines into an 8-bit role-playing game with avatars, armor, and pet rewards. Pricing: Free (Optional cosmetic in-app purchases)	• Strong dopamine loop for students motivated by game rewards • Custom difficulty levels for different habits • Party/social accountability options for peers	• Visual interface can feel overwhelming or distracting • In-game health penalties for missed tasks can cause frustration

5. EMOTIONAL REGULATION & FOCUS TOOLS

App & Link	Description & Pricing	Pros	Cons
Smiling Mind 	A mindfulness and mental wellbeing platform developed by psychologists and educators to support emotional balance, attention, and stress reduction. Pricing: 100% Free	• Evidence-based, youth- and student-focused programs • Completely free with no hidden paywalls or ads • Short, targeted audio exercises for focus and school anxiety	• Audio guides are straightforward and lack flashy gamification • Requires student self-initiation to build a daily mindfulness habit
Brain.fm 	An acoustic platform that uses functional, non-distracting background music engineered to support deep focus, reduce mind-wandering, and mitigate cognitive fatigue. Pricing: Free trial; ~\$6.99/month or \$49.99/year	• Backed by acoustic research tailored for focus and ADHD • Instant presets for Deep Work, Creative Flow, and Relaxation	• Requires a recurring paid subscription after the trial • Effectiveness varies based on individual auditory preferences

		• Non-vocal soundscapes prevent the distraction of regular music	
Finch  Finch	A self-care companion app where completing basic daily tasks, emotional check-ins, and breathing exercises helps care for a virtual pet. Pricing: Free; Optional Plus subscription	• Encourages gentle self-regulation without shame or penalties • Quick, guided breathing and grounding tools built in • Makes basic self-care and morning routines rewarding	• Visual aesthetic may feel too young for older high school or college students • Added daily notifications may need careful management to avoid overwhelm

6. AI TOOLS FOR EXECUTIVE FUNCTIONING

App & Link	Description & Pricing	Pros	Cons
Goblin.tools 	A suite of specialized, single-purpose AI tools designed specifically to help neurodivergent users overcome task initiation hurdles and time blindness. Pricing: Free Web; Mobile apps ~\$0.99	• Magic ToDo: Automatically breaks vague tasks into concrete sub-steps • Estimator: Predicts realistic task completion times • Minimalist, ad-free interface with zero learning curve	• Utilitarian, bare-bones visual design • Requires copy-pasting generated task lists into external planners
Knowt 	AI-powered Quizlet alternative. Automatically import flashcards and notes from any video, PDF, article, or flashcard site. Can turn lectures, etc. into podcasts and study guides. Pricing: Free basic plan: most things included \$19.99/mo OR \$120/yr ultra plan: AI	• Unlimited creation of notecards and study mopedes (Learn, Test, Matching) even on free mode (unlike Quizlet) • Can browse library of other students' notes, cards, etc.	• Does have ads on free tier.

	chatbot tutor, no limit on AI import/summaries, ad-free		
NotebookLM (Gemini Notebook) 	An AI-powered research and study notebook by Google that grounds its responses strictly in user-uploaded source materials (syllabi, lecture notes, textbook PDFs, rubrics). Pricing: Free but premium subscription options add more usage credits	• Strictly grounded in uploaded files to prevent external hallucinations • Generates study guides, FAQs, and synthesized "Audio Overviews" • Simplifies dense academic text into digestible study formats	• The more complex and useful data tasks (like creating podcasts and visual summaries) take up a lot of usage credits which limits how much can be done on the free plan
Otter.ai 	An AI meeting and lecture transcription assistant that captures spoken audio in real time, generates synced transcripts, and extracts key action items. Pricing: Free tier (300 monthly minutes); Pro ~\$10.00/month	• Relieves working memory strain during fast-paced lectures • Searchable transcripts with automated chapter summaries	• Free plan limits monthly transcription minutes • Requires classroom or instructor permission before recording

		• Enables students to focus on listening rather than frantic note-taking	
Turbo.AI 	Turbo AI is an AI-powered study and note-taking platform that converts audio, video, PDFs, and YouTube content into structured notes, flashcards, quizzes, and podcasts. Pricing: Free tier for restricted usage; Pro: \$19.99 per month	• Auto-generated flashcards and quizzes let students jump straight into active recall rather than spending time converting raw notes into study materials.	• Writing notes yourself deepens learning far more than reading an AI's summary, so skipping that process can leave students able to recognize concepts but unable to apply them to new problems.