

FREE APPS for Time Management and Organization



Listastic (iOS, free) **Listastic**

A good checklist is a student's best friend! From a grocery list to the day's tasks at work, [Listastic](#) organizes your information into one of three sections: active, later, and completed. You can color-code your lists, hide them, or call them up at a designated date. If you need to share your list with others, just tap the "share button" from within any list and select the contact you'd like to send it to.



Lift (iOS, Android, free) **Lift**

Like a sticker chart for adults, [Lift](#) helps you build habits. The app combines social networking and a daily chart to help you track when and how often you're doing an action. The ability to tap into a supportive community to give or receive "props" (similar to a Facebook "like") increases the chance that you will take action. Available habits range from "Floss Teeth" or "Clear Clutter" to the more difficult "Wake Up on Time." You also get daily tips and pats on the back for completing tasks.



Finish (iOS, free) **Finish**

When adding a task to [Finish](#), you select a due date: "Short Term," "Mid Term," or "Long Term." You decide how many days each of those phrases means. Instead of telling you the day something is due, Finish tells you how long you have to complete it. The app will alert you whenever something gets closer to its due date and move it from one time category to another. Focus Mode, ideal for ADHDers, shows only the most important tasks in your list and hides the rest.



30/30 (iOS, free) **30/30**

[30/30](#) allows you to set sequential countdown timers to walk you through your day's tasks. The app's gesture-based controls make it a snap to use, so just a few minutes each morning setting up your schedule will take the guesswork out of what you need to do next, all day long. 30/30 will make you keenly aware of how you underestimate how long it will take to do things.



TeuxDeux (OS: free) **TeuxDeux**

TeuxDeux is a clear and simple task manager. The app gives you a view of five days at a time, where you can assign tasks completion dates. There's room at the bottom of the screen to list tasks by project. You can sync your TeuxDeux account on your phone and Web browser, so you'll always have your updated tasks whether at your desk or on the go.



Evernote (OS: free) **Evernote**

Evernote allows you to store text, photos, and audio notes on your device of choice, eliminating the need for paper clutter. Create "notebooks" and categorize notes for recipes, an upcoming vacation, product research, to-do lists, and so on. Notes are tagged with geo-location for mapping or search. All your information is in one location, organized, and available through a simple search.



Priority Matrix (OS: free) **Priority Matrix**

Priority Matrix is a powerful, yet easy-to-use task-management tool that's ideal for ADHDers who need to see their tasks. Sort tasks into one of four quadrants: Critical and Immediate, Critical but not Immediate, Not Critical but Immediate, and Uncategorized. Manipulate the size/colors of each section, add icons, and select the percentage completed. You can indicate due dates, start dates, and repeat dates with push notifications.