



**KENNESAW STATE
UNIVERSITY**

NORMAN J. RADOW COLLEGE OF
HUMANITIES AND SOCIAL SCIENCE
Office of Academic Innovation

Free Time Management Tools

All-in-One Organizers

Notion: Combines notes, tasks, calendars, and databases. Great for students who want to organize everything in one place.

Best for: All-in-one workspace for notes, tasks, and databases

Why students love it: Highly customizable and collaborative

Link: <https://www.notion.so>

Upbase: Offers task lists, calendars, Pomodoro timers, and collaboration tools. Ideal for students managing multiple projects.

Best for: All-in-one project and time management

Why students love it: Combines task lists, calendars, Pomodoro timers, and collaboration tools.

Link: <https://upbase.io>

Task & Project Management

Todoist: Lightweight and intuitive to-do list app with natural language input and cross-platform syncing.

Best for: Simple task and to-do list management

Why people love it: Natural language input, cross-platform syncing, and priority tagging.

Link: <https://todoist.com>

Trello: great for breaking down big projects into steps.

Best for: Visual learners and project tracking

Why students love it: Uses boards, lists, and cards to organize tasks.

Link: <https://trello.com>

Any.do

Best for: Simple to-do lists and reminders

Why students love it: Clean interface and cross-platform syncing.

Link: <https://www.any.do>

Focus & Time Tracking

Forest: Gamifies focus by growing virtual trees while you stay off your phone.

Best for: Focus and phone-free productivity

Why students love it: Gamifies focus by growing virtual trees.

Link: <https://www.forestapp.cc>

RescueTime: Tracks how you spend your time online and sends focus nudges.

Best for: Time tracking and productivity insights

Why students love it: Tracks how you spend your time online.

Link: <https://www.rescuetime.com>

TickTick: Combines to-do lists with Pomodoro timers and habit tracking.

Best for: To-do lists with Pomodoro and habit tracking.

Why students love it: Combines task management with focus tools.

Link: <https://ticktick.com>

Toggl Track: One-click time tracking with reports—great for freelancers or students tracking study hours.

Best for: Simple time tracking with reports

Why students love it: One-click tracking and visual reports.

Link: <https://toggl.com/track>

Sorted³

Best for: Time blocking and auto-scheduling

Why it's great: Combines tasks, events, and notes into a dynamic daily schedule

Link: <https://sortedapp.com>

Note-Taking & Study Tools

Evernote: Rich note-taking with web clipping and powerful search.

Best for: Note-taking and task tracking

Why students love it: Combines notes, to-do lists, and web clipping.

Link: <https://evernote.com>

OneNote: Freeform digital notebook with handwriting and multimedia support.

Best for: Freeform digital note-taking

Why students love it: Supports handwriting, multimedia, and syncing.

Link: <https://onenote.com>



Scheduling & Planning

Google Calendar: Easy to use, integrates with Gmail and Drive, and supports multiple calendars.

Best for: Scheduling and reminders

Why students love it: Seamless integration with Gmail and Google Drive.

Link: <https://calendar.google.com>

Structured: Visual daily planner with color-coded time blocks—great for ADHD and visual learners.

Best for: Visual daily planning

Why students love it: Color-coded time blocks and intuitive interface.

Link: <https://structured.app>

Sunsama: Gentle daily planning with journaling-style prompts.

Best for: Gentle daily planning

Why students love it: Combines journaling with task scheduling.

Link: <https://sunsama.com>

Asana

Best for: Structured project management

Why students love it: Great for breaking down big projects into steps.

Link: <https://asana.com>



Mobile-Friendly & Simple

myHomework: Classic student planner app for tracking assignments and class schedules.

Best for: Student assignment tracking

Why students love it: Classic planner interface for schoolwork.

Link: <https://myhomeworkapp.com>

Fantastical

Best for: Apple users who want smart calendar features

Why it's great: Natural language input, smart notifications, and beautiful UI

Link: <https://flexibits.com/fantastical>



Low-Tech Tools That Still Work

Bullet Journals:

Customizable paper planners for daily, weekly, and monthly planning.

Sticky Notes & Whiteboards:

Great for visual learners and quick reminders.

Checklists:

Simple and satisfying way to track progress and stay motivated.