

Keeping Up with Deadlines

Tools/Techniques to stay organized

Choose three tools/techniques that you could incorporate to help you keep up with deadlines. You can use the examples below or explore and find other options.

- | | | |
|----------------------|--------------|---------------------|
| 1. ClickUp | 5. Things 2 | 9. Bear |
| 2. Todoist | 6. Any.do | 10. Microsoft To Do |
| 3. Remember the Milk | 7. Tick Tick | 11. Evernote |
| 4. TeuxDeux | 8. Toodledo | 12. Google Tasks |

Name of Tool: _____ **Available on:** _____

Something Interesting about this app:

Is there a **FREE** option? _____

Name of Tool: _____ **Available on:** _____

Something Interesting about this app:

Is there a **FREE** option? _____

Name of Tool: _____ **Available on:** _____

Something Interesting about this app:

Is there a **FREE** option? _____