



Time Management: Tools and Methods

Online Tools:

[Notion](#) - browser

[Asana](#) - browser, app

[Todoist](#) - browser, app

U-M Account Tools:

OneNote (Microsoft Office)

Keep (Google)

Approaches:

Getting Things Done: [LinkedIn Learning overview \(3 min\)](#)

Deep Work: [LinkedIn Learning \(10 min\)](#)

The “Einstein Hour”: [LinkedIn Learning video \(2 min\)](#)

Pomodoro Method: [Article](#)

Email Managers

Unroll.me: [Email manager](#)

Gmail Tips & Tricks: Labels, Filters, Priority Inbox, Boomerang

Productivity Managers not discussed

[ATracker](#): Schedule tasks daily with the ability to review history

[Self-Control](#): Free app for Mac users to block your own access to distracting websites for a period of time. (Similar programs: <https://getcoldturkey.com/> and <https://www.forestapp.cc/>)

[Google Calendar: Time Blocking](#)

Recommended listen:

Podcast: [WorkLife with Adam Grant: A TED original post](#)

[The real reason you procrastinate on YouTube](#)

Find what works best for you!

[todoist: Productivity Methods and Quiz](#)