Helpful Career Sites and Tools

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**Career/Internship Search**

* <http://www.uml.edu/student-services/Career-Services/For-Students/Job-and-Internship-Search-Sites.aspx#Advertising> List sites to search for specific

internships and careers.

* <http://www.danamanciagli.com/resources-2-2/> Job search web resources
* <http://jobsearch.about.com/cs/networking/a/networking.htm> Tips on job networking
* <http://www.bls.gov/oco> Occupational Outlook Handbook - It offers information on hundreds of different job occupations
* <http://www.onetcenter.org> Occupational Information Network (O\*Net)

This site is a "comprehensive database of worker attributes and job characteristics."

**Planners **

* Franklin Covey Planners [www.FranklinCovey.com](http://www.FranklinCovey.com)
* Passion Planner <http://www.passionplanner.com/> all-in-one weekly appointment calendar, journal, goal setting guide, and to-do list log integrated in one handmade, durable faux-leather planner. You can download pages for free
* <http://weekplan.net/> online planner based on GTD (Getting Things Done by David Allen)
* Google calendar- need to have Gmail account
* [www.avalanchepub.com](http://www.avalanchepub.com) click on “calendars with pockets”, then “plan it calendars”- it contains a message board as well as calendar
* <https://plannerpads.com/index.asp> planner pad with to do list also
* <http://weekdate.com/weekly_planner.htm> has three sections for monthly, weekly and daily
* [www.momagenda.com](http://www.momagenda.com) both week and month at a glance. Also my agenda.
* [www.DayTimer.com](http://www.DayTimer.com) create own planner
* <http://www.scribd.com/doc/2519267/Time-Log-Sheet> Randy Pausch Time log
* Timeful <http://www.timeful.com/> Timeful is an intelligent calendar app mixed with a to-do list. The app's algorithm learns how you get stuff done and smartly suggests ways to build new habits and get things taken care of, all on your own terms.
* Sunrise <https://calendar.sunrise.am/> Sunrise is a gorgeous calendar app that pulls directly from LinkedIn so you can see the picture and profile of who you're meeting with. It supports multiple Google Calendars in addition to iCloud and Exchange, and its Quick Add Event works just like Fantastical for quickly adding events as you type them in. Free
* The Emergent Task Planner by Dave Seah Available at Amazon. Pads or spiral notebook. List tasks and time to complete them.
* Circa notebooks by Levenger [www.levenger.com](http://www.levenger.com) Monthly planner plus you can add paper “apps” They also offer a $40 sampling kit that comes with a $40 gift card
* Touch Calendar Android <https://play.google.com/store/apps/details?id=uk.co.olilan.touchcalendar.trial> Touch Calendar works with Google Calendar and any other calendars your phone supports. This is the free version, that can be upgraded with a one-off purchase to get widgets to show your calendar directly on your phone's home screen. Also features calendar search and custom repeating events (e.g. biweekly, bimonthly).

**To Manage Email**

* <http://www.boomeranggmail.com/> Take control of when you send and receive emails
* emailga.me/ Google “The Email Game” email management made fun
* awayfind manage email. It sends alerts for important emails
* Mailbox <http://www.mailboxapp.com/> Quickly swipe messages to your archive or trash and scan entire conversations in a chat-like view For iPhone or Android
* Inbox Zero <https://itunes.apple.com/us/app/zero-inbox-distraction-free/id686681972?mt=8> Stay out of your distracting inbox when you send an email.
* <http://iqtell.com/> IQTell is a productivity app that helps you manage your email. Syncs with Evernote and many others. Manage projects and contacts. IOS, Android and Web.

**To Share Information and/or Store Info Online**

* gqueues  cloud-based project manager -this may be the one you use. It syncs with Google calendar
* HipChat <https://www.hipchat.com/> group and private chat, file sharing, and integration
* Workflowy.com
* Trello.com
* [www.toodledo.com](http://www.toodledo.com)
* Evernote
* [www.astrid.com](http://www.astrid.com)
* wunderlist
* Quip <https://quip.com/> Quip is a mobile word processing app created by Facebook's former chief technology officer, Bret Taylor. Quip infuses a messaging element into the app to make collaboration a breeze. You can use the app to create documents, spreadsheets, and presentations. You can also use the app to collaborate on blog posts, manage projects, or even share a grocery list.
* Slack <https://slack.com/> slack is a great way for keeping in touch with your team at work without sifting through dozens of emails. It is a chat room of sorts, and you can tag users and create multiple channels for smaller team projects. The desktop client sends non-intrusive desktop notifications to the corner of your screen, allowing you to stay on top of what's happening while keeping your eyes on your work. Free
* Dropbox <https://www.dropbox.com/> Store, synchronize and share files
* Google Drive <https://www.google.com/drive/> Cloud file storage
* OneDrive <https://onedrive.live.com/about/en-us/> Store, access, and share files

**To Plan Meetings**

* Doodle <http://doodle.com/> find the optimal time for people to schedule a meeting

**Brainstorming software**

* Webspiration PRO [www.mywebspiration.com](http://www.mywebspiration.com) (free 30 day trial) helps with midmapping
* Mind Node <https://itunes.apple.com/us/app/mindnode/id312220102?mt=8> IPhone and IPad $9.99 Mind mapping app that helps collect, classify and structure ideas.
* Simple Mind <http://www.simpleapps.eu/simplemind/> SimpleMind for iOS is a Mind Mapping tool that turns your iPad, iPhone or iPod Touch into a brainstorming, idea collection and thought structuring device.
* Popplet graphic organizer for iPad or iPhone
* Xmind <http://www.xmind.net/> mind mapping free for the simple version
* <http://www.writedesignonline.com/organizers/> Offers different templates for mapping

**Proofreading/Writing/Creating Power Point**

* [www.proofreadnow.com](http://www.proofreadnow.com) proof reading assistance
* <http://www.lib.umn.edu/help/calculator/> <http://www.actden.com/pp/index.htm> instructions how to do powerpoint
* Ginger software – free and downloadable for spelling and grammar checking
* <http://www.hemingwayapp.com/> Edits your writing

**Timers/Watches/Alarms/Time Management **

* [www.timetimer.com](http://www.timetimer.com) analog clock to put on computer, watches. Very visual and different alarm sounds.
* Carrot <http://meetcarrot.com/alarm/> The talking alarm for iPhone and iPad that makes waking up fun
* <http://www.ramosclock.com/collections/frontpage> Very expensive but a remote deactivated alarm clock is helpful for people that have trouble waking up or tend to go back to sleep.
* Rescuetime.com It helps you understand your daily habits so you can focus and be more productive.
* <http://www.scribd.com/doc/2519267/Time-Log-Sheet> Randy Pausch time management log
* <http://download.cnet.com/Free-Alarm-Clock/3000-2350_4-75328290.html> alarm clock for computer
* Time Tracker Mini <http://www.smilemakers.com/shop-by-product/education/grade-products/elementary-school-products/elementary-school-activities/TCH1162.html#.U39iHFhdVF0> $21.99 can set time from 5 minutes to 2 hours in 5 minute increments. There are visual and auditory indicators. There are 2 different time dials- 1 set for time and the other set for warning time (flashes green to yellow, then red)
* Instant Boss for Windows. Instant Boss- a free computer application helps you stay on task by running a timer for both work and break periods. You tell it how long you want to work before taking a break (say 25 minutes), how long your breaks will be (say five minutes), and how many times to repeat the cycle (say four, for a total work period of two hours).
* http://www.mytasktimer.com/ Helps keep track of tasks and timer to stay on task and note how much time remains.
* 30/30 app for iPhone and iPad- you enter your list of tasks and length of time for each and it tells you when to move on to next task. Like “Beat the Clock”
* Chronos <https://itunes.apple.com/us/app/chronos-for-ios/id558093374?mt=8> iPhone helps track time and how you’re spending it
* StayOnTask – Android app that is a random timer that checks on you
* Yahoo widgets- timer on computer
* [www.mypowerclock.com-](http://www.mypowerclock.com-) a timer you can set that does not make any noise until it goes off either by vibrating or playing music.
* Pomodoro <http://pomodorotechnique.com/> set 25 minutes of focused time and get 1 specific thing done. After each 25 minutes, take a 5 minute break. After 4 times, take a 15-25 minute break. The goal is to try to get as many pomodoros in a day as you can.
* Discourse- Apple app-visual timer divided into 3 sections- it includes a warning and stop time. <https://itunes.apple.com/us/app/discourse-talktime-manager/id410811704>
* Min to Go- Apple app. It tells you how much time you have left. It can be auditory <https://itunes.apple.com/us/app/timer-minutes-to-go/id418445262>
* Wakenshake- Apple and and Android. You have to shake your phone hard for the alarm to go off. <http://wakenshakeapp.com/>
* Freaky Alarm Apple app <http://www.freakyalarm.com/about/> Solve math problems, scan bar code, in order for your alarm to shut off
* Puzzle alarm clock app for Android https://play.google.com/store/apps/details?id=com.wroclawstudio.puzzlealarmclock
* -S+ arck by Fossil-watch. Order on Amazon. Sense passage of time
* Timex Ironman Data Link Watch- up to 200 alarms with 5 minute backup alarms. Has schedule mode, holds phone numbers, events, notes.
* If you want another "reminder" option on your computer other than your cell phone or calendar, check out  [www.mic-ro.com/eggtimer](https://red001.mail.microsoftonline.com/owa/redir.aspx?C=6a0873af6a6e48a7a72c28f0768b3efd&URL=http%3a%2f%2fwww.mic-ro.com%2feggtimer" \t "_blank)  with a free application.
* [www.lark.com](http://www.lark.com) With this sleep system you program wake-up times into your iPhone, iPod Touch, or iPad. You slip it on your wrist and go to sleep. The band wakes you up with gentle vibrations. There is no audible alarm so it won’t wake up someone else in the room.
* Screaming Meanie-REALLY LOUD alarm clock available through amazon.com

<http://www.amazon.com/Pacific-Cornetta-TZ-220-Screaming->

Meanie/dp/B000JGDLLU

* [www.watchminder.com/](http://www.watchminder.com/) You can program messages into this vibrating watch/ timer
* <http://www.amazon.com/Ultrak-T-5-Vibrating-Timer/dp/B001J8S2W0/ref=sr_1_1?ie=UTF8&s=sporting-goods&qid=1284758091&sr=8-1> Ultrak T-5 Vibrating timer-A timer that can beep or vibrate. Also it’s small enough to keep in a pocket, & the buttons are covered, so it doesn’t get reset or turned off when you move around.

**Dealing with computer distractions/blocking and phone distractions software**

* [www.ifocusonwork.com](http://www.ifocusonwork.com) For PC. A new tool that allows you to track and restrict your computer use. It helps you improve time management and fight procrastination.
* Stayfocused. https://chrome.google.com/webstore/detail/stayfocusd/laankejkbhbdhmipfmgcngdelahlfoji Blocks sites after a set amount of time. It’s a Chrome extension and free.
* http://visitsteve.com/made/selfcontrol/ Blocks access on Mac computers to emails and others of your choice for a set period of time up to 24 hours.
* http://leechblock.en.softonic.com/ Designed for Firefox Web browser
* [Freedom](http://www.ibiblio.org/fred/freedom/) – block all internet access for set periods of time. by Fred Stutzman – Free but not open source.
* Focusbuster <http://www.focusboosterapp.com/download> For Mac or Windows. Based on the Pomodoro technique
* Mac Freedom <http://macfreedom.com/> For windows, mac and Android. $10 with 60 day money back guarantee
* [Spirited Away](http://www.macupdate.com/info.php/id/15844) – automatically hides windows you’re not using anymore. by Drikin – Free but not open source.
* [Vitamin-R](http://www.publicspace.net/Vitamin-R/" \t "_blank) hides applications, uses a timer, encourages goal setting and focus. Free to try, then costs, and not open-source.
* [Concentrate](http://getconcentrating.com/) -blocks sites, allows sites, launches and quits apps, and more (but you can disable it) by Rocket Software. Free to try, then costs, and not open source.
* [RescueTime](http://www.rescuetime.com" \t "_blank)- scheduled, time tracker, etc. Free plan, but full features are $/mo. Not open source. Helps you to understand how you spend your time on the
* computer.
* Moment <http://inthemoment.io/> Documents cell phone usage and will turn it off once you meet your daily limit.
* Antisocial <http://anti-social.cc/> For Mac or Windows. $15 but 60 day money back guarantee
* [Add-Art](http://visitsteve.com/work/add-art-art-replaces-ads/" \o "Add-Art" \t "_blank) – a web browser plugin that replaces advertising with art.

**Organization **

* <http://office.microsoft.com/en-us/onenote/default.asp> Microsoft one note. Organize and share information
* [www.pinterest.com](http://www.pinterest.com) Pinterest is a place to collect and organize the things you love.
* [www.evernote.com](http://www.evernote.com) organize information, photos, etc.
* OmniFocus for Mac <http://download.cnet.com/OmniFocus/3000-2124_4-175195.html> free for 14 days then $39.95 to buy. integrates seamlessly with Mac OS X to help manage tasks, projects, and other to-dos from a single interface. <https://itunes.apple.com/us/app/omnifocus-2-for-iphone/id690305341?mt=8> for iPhone
* Vesper <https://itunes.apple.com/us/app/vesper-simple-elegant-notes/id655895325?mt=8&ign-mpt=uo%3D4> Vesper is a simple and elegant tool for collecting notes, ideas, things to do — anything you want to remember. Organize your notes whatever way comes naturally to you, without complications. Vesper's focus is on how it feels to use. $7.99
* <http://www.43folders.com/> book and online resource to help get organized. Michael Mann’s productivity site
* <http://www.organize.com/> offers organization products
* <http://www.pageonce.com/> personal productivity assistant. Helps keep track of bill payments, balances, remaining cell phone minutes, for example.
* <http://www.conceptworld.com/NoteZilla/default.asp> - sticky notes software program. Have sticky notes on computer. Little pad comes on screen. Free trial. $29.95 to download
* <http://getitdone.quickanddirtytips.com/categoryindex/all/Page/1/sortbyalpha>

Various articles on organization, time management, etc. from Get It Done Guy

* [www.seejanework.com](http://www.seejanework.com) organization products- post-its, calendars, pads, files, etc.
* [www.russellandhazel.com](http://www.russellandhazel.com) “ ‘
* <http://www.getorganizednow.com/articles.html> organizing tips and articles
* [www.sortit.com](http://www.sortit.com) organizing solutions-including pocket folder system. Also what you need for college and first apartment

**Task organizers/To Do apps**

* <http://www.taskanyone.com/> Website that helps keep track of your tasks and emails update
* <http://www.onlinelistmaster.com/index.html> list of lists. List Master lets you create ANY kind of list. It is the most versatile of all the List, Spreadsheet, and Database apps available
* Note Everything Android <http://softxperience.com/23-1-Note-Everything.html> You can organize your notes in folders and subfolders. Also you can add text-notes, paint-notes and voice-notes combined in one application.
* Task List Android <https://play.google.com/store/apps/details?id=com.taskos>

You can have tabs and “to do” lists under them. “Criticals” can show up on screen,

* momentumdash.com Momentum is a personal dashboard designed to eliminate distraction and provide inspiration, focus, and productivity. Syncs with Chrome
* Carrot- to do list with attitude. https://itunes.apple.com/us/app/carrot-to-do/id591840203
* Due- [www.dueapp.com](http://www.dueapp.com) Enter tasks and get reminders $4.99
* <http://www.timeful.com/> Timeful actually <https://www.droptask.com/> Free app for visual learners. Kind of like mind mapping
* Timeful <http://www.timeful.com/> Timeful is an intelligent calendar app mixed with a to-do list. The app's algorithm learns how you get stuff done and smartly suggests ways to build new habits and get things taken care of, all on your own terms. It syncs with Google calendar and iCal
* TeuxDeux Teuxdeux.com To schedule To Do’s Desktop and Smartphone
* Task Hammer- combination of a to do list and game for Android phone <https://play.google.com/store/apps/details?id=com.mdjsoftware.rpgtodo&hl=en>
* 24me <https://itunes.apple.com/us/app/24me-smart-personal-assistant/id557745942?mt=8> The next generation personal assistant. It automatically generates your daily to-do’s and helps complete all your tasks and errands with one tap. It’s free.
* Clear <https://itunes.apple.com/us/app/clear-tasks-reminders-to-do/id493136154?mt=8> Clear is one of the simplest ways to keep track of what you need to do. You can easily drag and re-order your to-dos, and adding a new item is as easy as pulling down your list and typing it in. When you're done with a task, just swipe right. **Price:**$4.99 ([iOS](http://t.signalecinque.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJW7t5XZs2zWTGRVcVQQW7gsdfsW5w6vTF56dJM3f5dLR2x02?t=https%3A%2F%2Fitunes.apple.com%2Fapp%2Fid493136154&si=5266500843732992&pi=3abde408-b88e-40fd-da28-e4c2b26edcda" \t "_blank), [Mac](http://t.signalecinque.com/e1t/c/5/f18dQhb0S7lC8dDMPbW2n0x6l2B9nMJW7t5XZs2zWTGRVcVQQW7gsdfsW5w6vTF56dJM3f5dLR2x02?t=https%3A%2F%2Fitunes.apple.com%2Fus%2Fapp%2Fclear%2Fid504544917%3Fmt%3D12%26at%3D11l5U5%26ct%3Dwbcb&si=5266500843732992&pi=3abde408-b88e-40fd-da28-e4c2b26edcda" \t "_blank))
* Actions Hero [www.actionshero.com](http://www.actionshero.com) Setting Goals. **Actions Hero** is designed for anyone who wants a white-hot, wickedly effective, time management system with a kick.
* [http://www.any.do/](http://www.any.do/" \t "_blank) Help manage your life in a simple, clever, and fun way. iPhone or Android
* <https://my.workflow.is/> Workflows connect apps and actions together to automate things you do on your device. To build a workflow, just drag and drop $2.99
* Priority Matrix <http://www.appfluence.com/4-> task management software that syncs across all devices. It presents a 4 square colored grid for each project. You can sync it to your mobile device.
* quadrants?kw=priority%20matrix&type=bingeisenhower110413
* Ideapaint <http://www.ideapaint.com/> dry erase paint that you can apply on any surface and use it as a dry erase board
* Siri for iPhone. You can set location based reminders <http://www.apple.com/ios/siri/>
* Google Now- Like Siri but for Android <http://www.google.com/landing/now/>
* It’s Done It's Done! Is an iPhone/iPad app that helps users recall whether routine everyday tasks are done: Did I lock the door? Turn off the stove? Take my medication? Aids memory w/visual, tactile, and & audible confirmation. It even notifies loved ones/caregivers when tasks are done.
* My Life Organized a simple yet powerful task management app. <https://play.google.com/store/apps/details?id=net.mylifeorganized.mlo&hl=en>
* [www.replylater.com](http://www.replylater.com) you can program to send e-mail reminders to yourself on specific dates for task reminders
* [www.reqall.com](http://www.reqall.com) a voice enabled memory aid that helps you remember what’s important to you. Like an administrative assistant.
* [www.putthingsoff.com](http://www.putthingsoff.com) for iPhone or iPad. Laid-back to do list that makes prioritizing simple and fun. You can add, reorder, group, file, etc. CURRENTLY MAY NOT BE AVAILABLE. Waiting for version 3
* [www.dailynudge.com](http://www.dailynudge.com) free reminder for tasks, positive affirmations, etc.
* [www.hassleme.co.uk/](http://www.hassleme.co.uk/) sends email reminders at semi-unpredictable times
* [www.toodledo.com](http://www.toodledo.com) online to do list to help with productivity, motivation and organization- it’s free
* Reminders[**http://www.imore.com/reminders-iphone-ipad**](http://www.imore.com/reminders-iphone-ipad)

is the default productivity app for Apple iOS. A great feature is the ability to set task reminders not only on a particular day and time, but even at a particular location. So if you need to remember to drop off the rent check when you get home, this app can connect to your location services so it can remind you as soon as you pull into the driveway. *For iOS.*

* Awesome note <http://bridworks.com/anote/en/main/index.php> for iPhone or iPad not-taking and organizing app. Capture ideas, set reminders, keep a diary, schedule
* Keep.com For Android Keep track of your thoughts via notes, lists, and photos.
* Notemaster Use NoteMaster to quickly and easily create notes containing text, images, headers, and lists. Images are inserted right into the note <https://play.google.com/store/apps/details?id=com.asanka.mobile&hl=en> (for Android)

<http://www.kabukivision.com/> (iPhone\_

* [www.rememberthemilk.com](http://www.rememberthemilk.com) free- for managing tasks
* [www.tadalist.com](http://www.tadalist.com) free web-based list maker
* [www.astrid.com](http://www.astrid.com). Free to do list. Personal organization and group collaboration for android or iPhone
* [www.wunderlist.com](http://www.wunderlit.com) Free. Can share lists with others. iPhone, iPad, Blackberry, Android, Windows, Mac OSX
* [www.omnigroup.com/omnifocus/](http://www.omnigroup.com/omnifocus/) Omnifocus allows you to store, manage, and process thoughts into actionable to do items. Perfect for GTD system. Mac and sync with iPhone
* Taskos Free. Sync with Google. Android. Ad tasks by speaking to mobile device. Add, delete, edit tasks, share with friends. Write notes, set alerts, and make calls
* 2Do $6.93 From checklist to full-blown management
* G tasks Can sync with Google
* Bug Me Jot quick notes and doodles on colorful stickies. Share them with friends in e-mail and on Twitter or save them on the iPhone® desktop as an instant reminder.
* Clear $2.99 available through itunesapple.com to do lists
* [www.stickyscreen.org/](http://www.stickyscreen.org/) You set in a reminder of a task and it is set as a default page in your browser. Your reminder pops up when you open a new browser window. Explanation is available at <http://jackcheng.com/stickyscreen>
* <http://www.getorganizednow.com/filing.html> organizing system

<http://www.getorganizednow.com/ezbill.html> tips to organize for bill paying

**Sites to Help You Focus or Sleep or Relax (includes music sites)**

* Ambisci100 https://itunes.apple.com/us/app/100-binaural-beats-isochronic/id369912947 This app, like all the others in the Ambiscience line, combines awesome electronic music loops with binaural beats to help you get to sleep naturally and easily. Even if you don't have trouble sleeping, there are other tones that you can try to help you feel more alert or focused.
* [www.calm.com](http://www.calm.com) Free app and available on computer. They take you through a guided relaxation/meditation exercise ranging in time from 2 minutes.
* http://stopbreathethink.org/ Free meditation app for as little as 3 minutes to longer.
* <http://wakoopa.com/software/tangerine-music> Analyzes music and creates play lists according to beats per minute categories. You can play as background music when working
* White noise <https://itunes.apple.com/us/app/white-noise/id289894882?mt=8> provides ambient sounds of the environment
* Simply Being- app for guided meditation for relaxation and presence
* http://www.simplynoise.com/ website that you can download “sounds” to help concentrate, sleep. Etc.
* Thissand <https://itunes.apple.com/us/app/id569414555?mt=8> Thissand changes the pixels on your screen to digital sand. It is a unique playground for creating and sharing amazing sandscapes on your computer or mobile device.
* Lark A wristband wirelessly connected with your smartphone that is designed to help you sleep better. "It's a silent alarm clock. It does tiny little tickles to nudge you awake. It's a wireless sleep monitor, and it's a personal sleep coach."
* Sleep 101 ([http://bit.ly/1dksdWe](http://bit.ly/1dksdWe" \t "_blank)), for the iPhone, and Sleep Bot ([http://bit.ly/1dksdWe](http://bit.ly/1dksdWe" \t "_blank)), for Android devices, monitor sleep patterns and quality.
* F.lux justgetflux.com Free software to make the color of your computer’s display adapt to the time of day, warm at night and like sunlight during the day. The light of your computer then won’t interfere with your ability to fall asleep..

**Goal Tracking/Motivation Sites/Apps**

[**http://appadvice.com/appguides/show/habit-building-apps**](http://appadvice.com/appguides/show/habit-building-apps) **(site listing several)**

* Epic Win- <https://itunes.apple.com/us/app/epicwin/id372927221> app for iphone. Turn tasks into a role playing game
* [http://www.yearofmotivation.com/](http://www.yearofmotivation.com/" \t "_blank) A year’s worth of daily motivational videos. It’s $27 but has a 30 day money back guarantee. They have a free sample on their site
* <http://woopmylife.org/> WOOP app (wish, outcome, obstacle, plan) There is an audio on the site to explain it to you.
* Goodhabitmaker It sends you your “mantra” several times during the day.
* Routinely for Android <https://play.google.com/store/apps/details?id=com.braavos.apps.routinely&hl=en>

Routinely helps to achieve goals in developing good habits by providing daily

reminders of activities and tasks. Are there things you'd like to get in the habit of

doing every day or a few times a week but always forget? Routinely tracks each

activity and allows a weekly schedule to be defined. The daily reminders and

repetition will develop these activities into good habits and improve your life.

* Goodhabitmaster <https://itunes.apple.com/us/app/good-habit-maker-new-habits/id590615827?mt=8> It randomly sends positive messages to help develop habits
* Liftdo <https://www.lift.do/> Employs coaching, data, and community to help you reach your goals. Android or iPhone
* Achvrs <https://www.achvrs.com/> Discover, share, and track life goals, then connects you with friends to help achieve them.
* <https://play.google.com/store/apps/details?id=com.braavos.apps.routinely&hl=en>

Helps you develop a routine by providing reminders for tasks.

* 43 Things- this app shows you how to connect with others who have similar goals. You get inspiration from others and send and receive “cheers”.
* Goals On Track- You can add categories, deadlines, photos that you can play in a slideshow for inspiration. Also has calendar and journal options. There is a yearly $68 fee but there is a 60 day money back guarantee
* Don’t break the chain <https://itunes.apple.com/us/app/dont-break-the-chain!/id313567772?mt=8> very basic. Motivates you to continue with your goal
* Habit Master for iPhone http://www.habitmasterapp.com/Like don’t break the chain but you can set days
* Chronos iPhone app helps track time/goals <https://itunes.apple.com/us/app/chronos-for-ios/id558093374?mt>=8
* Lifetick- you chart your progress and also has journal tools, as well. It’s free for up to four goals. For more, it’s $20 per year which includes journal. I believe there is an option to share goals with another person.
* StickK- <http://www.stickk.com/> This site gives you the option to commit money to your goal. To give it to a charity or even an organization you don’t like (if you don’t achieve your goal) as an added incentive to accomplish your goal. They claim people are 3x more likely to accomplish a goal if you put money on the line.
* Habit streak- <https://play.google.com/store/apps/details?id=uk.amimetic.habits&hl=en>

for Android Each day it asks if you fulfilled your new “habit” and it shows a bar graph of your ”streak”

(Above from**:** http://mobileoffice.about.com/od/softwarewebapps/tp/top-apps-for-goal-setting-and-keeping-resolutions.htm)

**Exercise and or Tracking Sites/Apps**

* [www.fitocracy.com](http://www.fitocracy.com) available for desktop, mobile app, and iphone
* <https://itunes.apple.com/us/app/breeze-pedometer-walk-> tracker/id826697005?mt=8 Breeze-free app for iPhone. It’s a pedometer, walk tracker, activity tracker, and movement coach
* [*www.****endomondo****.com/*](http://www.endomondo.com/) a sports community free real time GPS tracking of running, bicycling, etc.
* Lose It! iPhone:  <https://itunes.apple.com/us/app/lose-it!-weight-loss-program/id297368629?mt=8> Android: https://play.google.com/store/apps/details?id=com.fitnow.loseit&hl=en

Lose it is the app you need to help keep the Freshman 15 at bay. You can easily track your meals and calories burned with this app. Even the calorie total for that bag of chips you devoured last night is in here: Just scan the barcode or search for the item and it’s automatically added to your daily food log. And that hour of pool you played last night? It counts as exercise! Just select “billiards” and you’ve already burned 107 calories. *For iOS and Android.*

* [**https://itunes.apple.com/us/app/calorie-counter-diet-tracker/id341232718?mt=8**](https://itunes.apple.com/us/app/calorie-counter-diet-tracker/id341232718?mt=8)calorie counter with By My Fitness Pal

[www.fitbit.com](http://www.fitbit.com)

* MyfitnessPal.com MyFitnessPal also integrates with Withing

([http://www.withings.com/](http://www.withings.com/" \t "_blank)), a WiFi-enabled scale; Runtastic

([http://www.withings.com/](http://www.withings.com/" \t "_blank)), a fitness tracking app; and Fitbit.

MyFitnessPal teamed up with RunKeeper, the iPhone and Android app that tracks

Running

* [www.smaartpeople.com](http://www.smaartpeople.com)
* Carrot Fit app with an attitude
* [www.fitday.com](http://www.fitday.com)
* [www.everydayhealth.com/calorie-counter.aspx](http://www.everydayhealth.com/calorie-counter.aspx)
* Gym Hero- a mobile app
* [www.myfooddiary.com/](http://www.myfooddiary.com/)
* [www.healthyeatingstartshere.com/planning/daily-food-diary-template](http://www.healthyeatingstartshere.com/planning/daily-food-diary-template)

simply a template for exercising

* RunKeeper ([http://www.runkeeper.com/](http://www.runkeeper.com/" \t "_blank)) which monitors fitness, to adjust calorie intake based on the speed andduration of a run.
* Other apps connect with wristbands to track activity, sleep and diet. They include the Jawbone UP ([https://jawbone.com/up](https://jawbone.com/up" \t "_blank)), for iPhone and Android, and Fitbit ([http://www.fitbit.com/](http://www.fitbit.com/" \t "_blank)) and Larklife ([http://www.fitbit.com/](http://www.fitbit.com/" \t "_blank)) both for iPhone. The wristbands cost between $60 and $150. Kuhar said apps that connect to devices such as wristbands may be more accurate because they are worn on the

body.

**Electronic Aids**

* Pulse smartpen [www.livescribe.com](http://www.livescribe.com) Records as you take notes. This special pen links audio to what you write. It contains a microphone and camera. You can go back for clarification by putting the pen on a particular word
* <http://www.epill.com/pcpill.html> computer software reminder to take meds, refill RX, goes to phone also $19.95
* <http://www.remoteplay.com/storefront.asp> Tag alert- proximity alert device. Stick on back. Alerts if separated >20 or 50ft.

**Financial **

* Mint Quickview Price: Free Mint made the Mac App Store's Best of 2012 list for a reason. This simple, clean app shows how much you are spending in each category of your budget by monitoring all of your transactions. We love signing in and getting a quick, dirty rundown of where our money has gone over the last week, and using their personalized budget tools to stay on track. We highly recommend adjusting your budgets for summer months. You might spend less on transportation when the weather is nice, and chances are you could use that extra cash to flesh out that restaurant tab, right? Available for [Apple](https://itunes.apple.com/us/app/mint-quickview/id533491939?mt=12" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.mint&feature=search_result" \l "?t=W251bGwsMSwxLDEsImNvbS5taW50Il0." \t "_blank).
* <http://www.appszoom.com/android_applications/finance/easymoney-lite-checkbook-mgr_kyxc.html> Easy Money Lite Checkbook App for Android
* <http://www.youneedabudget.com/> Aside from helping you manage your money, they have live classes to help you too. $60 and can use it on every computer in your home.
* Manilla Price: Free This is the all-in-one financial organizer. Manage all of your accounts, from credit cards to magazine subscriptions, in one place and even make custom accounts for your rent or cleaning service. Get reminders for bill payments, and monitor all of your travel reward points, too. You'll always know what you owe, how much money you have and can plan for upcoming bills and expenses without having to sift through tons of paperwork. Available for [Apple](https://itunes.apple.com/us/app/bills-accounts-manager-documents/id439937940?mt=8" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.manilla&feature=nav_result" \l "?t=W251bGwsMSwyLDNd" \t "_blank)
* DailyCost Price: $1.99 If you want to isolate the expense tracker function of Mint in a super simple day-to-day app, then DailyCost is a great buy. A wide variety of categories lets users input all of their daily expenses. Holding your phone horizontally, you will be able to see graphs and statistics on your spending. The app also tracks your weekly and monthly spending by category and can be backed up to iCloud for Mac users, so you'll never lose your data.
* [ReadyForZero](http://www.readyforzero.com/" \t "_blank) ReadyForZero is focused on those wanting to [get out of debt](http://www.dailyfinance.com/2014/08/02/when-is-there-such-a-thing-as-good-debt/" \t "_blank). You can link all your accounts to it (credit card, student loan, car loan, medical loan, and more), and then it will personalize a debt payoff plan. You'll have a much easier time paying the bills with everything in one place, and ReadyForZero will give you reminders when bills are due. Along with that, you can sign up for credit monitoring and see the impact [paying off your debt](http://genyplanning.com/2014/07/16/build-up-savings-or-pay-down-debt/" \t "_blank) is having on your credit score.
* Budgt
* Money (Jumsoft’s)
* Level Money
* Qapital (not yet launched)
* Toshl Finance Price: Free If you're a heavy traveler, Toshl is an excellent expense and budget tracker. It works with any currency and lets you separate your travel budget from your day-to-day expenses. It comes with all the trappings of a regular money management app, too, such as bill organizer and alerts, and can be synced across all your devices. Available on [Apple](https://itunes.apple.com/us/app/toshl-finance-save-money-budget/id384083725?mt=8" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.thirdframestudios.android.expensoor&feature=search_result#?t=W251bGwsMSwxLDEsImNvbS50aGlyZGZyYW1lc3R1ZGlvcy5hbmRyb2lkLmV4cGVuc29vciJd) devices.
* Tricount Price: Free Next time you organize a group activity, Tricount will split up the expenses for you. Create the expense report on your phone and organize by person, how much they owe, and then share via email so everyone knows their share. With options for expenses, balance, share, and configuration, the app does all of the math for you. Available for [Apple](https://itunes.apple.com/us/app/tricount/id349866256?mt=8" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.tribab.tricount.android&hl=en" \t "_blank) devices.
* Check Price: Free Never miss a bill payment again. This app reminds you when your payments are due, and lets you pay on the spot from a bank account or credit card, or you can schedule a payment for the future. Connect all of your accounts to the encrypted app and then view them all in one place for easy access and payment options. You'll never overdraft or miss a payment again. Available on [Apple](https://itunes.apple.com/us/app/check-bills-money/id285056092?mt=8" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.netgate&feature=nav_result" \l "?t=W251bGwsMSwxLDMsImNvbS5uZXRnYXRlIl0." \t "_blank) devices.
* Venmo Price: Free Make and share payments with friends. This app uses the same technology to pay as LivingSocial, Uber and Airbnb. Pay with your debit card or transfer funds from a linked bank account, right to a friend's Venmo account. It is [Verisign](http://verisign.com" \o "" \t "_blank) Certified. Available on [Apple](https://itunes.apple.com/us/app/venmo/id351727428?mt=8" \t "_blank) and [Android](https://play.google.com/store/apps/details?id=com.venmo&feature=search_result" \l "?t=W251bGwsMSwxLDEsImNvbS52ZW5tbyJd" \t "_blank) devices.
* **Above Financial by** [**Business Insider**](http://www.dailyfinance.com/writers/business-insider/)
* Pageonce.com A mobile app that allows you to do multiple tasks such as paying your credit card and managing your Netflix queue on the same page.
* Google: Life after College: Four Step Budget and download template
* [www.budgetsaresexy.com](http://www.budgetsaresexy.com)
* [www.lifeaftercollege.com](http://www.lifeaftercollege.com)
* [www.mybudgetkeeper.com](http://www.mybudgetkeeper.com)
* <http://www.getorganizednow.com/ezbill.html> Bill paying system and organizer
* [www.360financialliteracy.org](http://www.360financialliteracy.org) Free program of nation’s certified accountants to help Americans understand their personal finances through every stage of life.

**Additional Helpful Apps/Websites/Browsers**

* <https://drive.google.com/templates?hl=en_US> Offers templates for resumes, cover letters, project tracker, etc.
* Factbrowser <http://www.factbrowser.com/> A search engine for finding business, marketing and technology facts
* [www.pillboxie.com](http://www.pillboxie.com) iPhone, iPad, android app to remind you to take your meds
* Audible.com- selection of books on tape that can be downloaded on an ipod
* Audiobooks.com – books to download on ipod that you can listen to a sample of it first
* Autosilence <https://play.google.com/store/apps/details?id=om.autosilence> for Android. Let’s you have your phone in silence/vibrate mode for specified period of time.
* Silencescheduler <http://www.appbrain.com/app/silence>

Let’s you have your phone in silence/vibrate mode for specified period of time

* https://www.learningally.org/ Audio books Requires documentation of learning disability
* [www.dnload.com](http://www.dnload.com) download software for windows. Includes software for helping to keep a budget.
* Find My iPhone https://www.apple.com/icloud/find-my-iphone.html

or Find My Phone, for Android https://play.google.com/store/apps/details?id=com.fsp.android.phonetracker&hl=en is one app you’ll definitely appreciate if you’re unfortunate enough to need it. Using your smart phone’s locator services, this app can locate your phone if it’s ever lost or stolen, ping a sound to help you find it, and allow you to remotely wipe data from a connected device. Give yourself some peace of mind (and save on the replacement phone fees) by syncing this app to your other devices. *For iOS and Android, respectively.*

* TripIt Travel Organizer https://www.tripit.com/ is the go-to app for organizing your holiday travel plans. When you book a flight online and get an e-mail confirmation, it automatically scans your e-mail and imports all of the information into the app. It can even give you directions from the airport to the hotel and sync your flight schedule to your smartphone’s calendar. You can also share your itinerary with a friend. *For iOS and Android*
* Recorder Pro For Android or iPhone- designed to satisfy most of your sound and voice recording needs. Whether you are at a business meeting, a lecture, an interview or just need to have a shopping list at hand, Recorder Pro is a perfect choice. With recordings adjustable quality you don't need to worry about the file size any more.
* QuickVoice Recorder <https://itunes.apple.com/us/app/quickvoice-recorder/id284675296?mt=8>

is the app you’ll need when you have trouble paying attention during a long meeting. When you’re finished recording, you can e-mail the recording to yourself, set a voice reminder that will play at a selected time and date, or even save it as a ringtone. The best part is you can even multitask (check email or browse Facebook) while QuickVoice Recorder is recording in the background. *For iOS.*

* Smart Voice Recorder  <http://www.androidtapp.com/smart-voice-recorder/>

can actually stop recording if there’s a pause during a speaker. So if your speaker decides to respond to a text in the middle of a presentation, your phone will know it, saving you valuable storage space. Depending on the recording quality you choose, it can record up to 75 hours of audio. *For Android.*

* Voice Dream Reader <https://itunes.apple.com/us/app/voice-dream-reader/id496177674?mt=8>

Having reached top 10 in Education in 86 countries, Voice Dream Reader is the world's most accessible reading tool. With advanced text-to-speech and a highly configurable screen layout, it can be tailored to suit every reading style from completely auditory to completely visual, plus synchronized combination of both.  $9.99

* Voice Dream Writer <https://itunes.apple.com/us/app/voice-dream-writer/id920583100?mt=8> Voice Dream Writer helps everyone write better: Text-to-speech proofreading reduces mistakes, phonetic and meaning search help you use the right words, and an active outline helps you still organized and improves the structure of your writing. $9.99
* Notability app for iPad that lets you take notes and record
* Sketches 2 For iPhone.. Jot down your notes, scribble your thoughts, and annotate your pictures using only your fingers and your imagination! Illustrate your ideas with simple but colorful diagrams.
* GoodReader <https://itunes.apple.com/us/app/goodreader/id777310222?mt=8>

GoodReader 4 is a universal app, and provides the same robust PDF editing tools across devices. You can read, edit, create new files, and do so much more with this slick upgrade to a longtime favorite.

* Paper by fifty-three <http://www.fiftythree.com/paper.html> Paper is just as useful as it is beautiful. The app lets you draw out ideas and sketches on your iPad, and you can store them away in various virtual notebooks. It comes packed with a variety of brushes and pens for your ideas, and there's even an official Pencil stylus that responds to the pressure of your input. If you're looking for inspiration, you can check out the Mix ecosystem within the app, which is a creative commons space for remixing ideas. Free
* NotesPlus <https://itunes.apple.com/us/app/notes-plus/id374211477?mt=8> If you're a fan of old-fashioned, pencil-on-paper notes, NotesPlus is as close as you'll get to the real thing. The app's intuitive vector-based system turns your handwritten notes into text, and you can select multiple drawings and notes together by simply drawing a circle around them. There's a built-in web browser that you can swipe right to access, which makes grabbing images and details a cinch.
* Letterspace <https://itunes.apple.com/us/app/letterspace-swipe.-edit.-note./id879516377?mt=8> Write and edit easily on iphone
* Humin <https://www.humin.com/#/product> It allows you to capture contacts and remember them in a way you naturally think
* <http://www.datsi.fi.upm.es/~frosal/docs/25mdq.html> interview questions and answers
* <http://www.momswithadd.com/page/fidgets-1> a variety of stress balls
* <http://www.instapaper.com/> Save interesting web pages for reading later even without an internet
* The Sensory University Toy Company- fidget toys
* 
* <http://vocationvacations.com/> test drive your dream job
* [www.careerkey.org](http://www.careerkey.org) Provides an online tool containing a career assessment that matches the student’s personality with careers.
* [www.thoughtoffice.com](http://www.thoughtoffice.com) Ideafisher brainstorming creativity and business software
* <http://1000awesomethings.com/the-top-1000/>
* [www.download.com](http://www.download.com) Download free websites
* [www.freeconferencecall.com](http://www.freeconferencecall.com) site to sign up for free conference call capabilities
* 973-743-4690 Rob Gilbet’s line to call for inspirational message
* Google Nexus 1 Phone- you can dictate into it and it will turn into text message.
* [www.surveymonkey.com](http://www.surveymonkey.com) site to create questionnaires
* [www.goodmarketingideas.com](http://www.goodmarketingideas.com" \t "_blank) Marketing ideas
* <http://www.evernote.com/about/learn_more/><http://adhd.emedtv.com/> Website on ADHD- lists various ADHD medications and info about them.
* <http://www.simplywellbeing.com/working-model-adhd> good explanation of ADHD
* Honk It could save you from another parking ticket and the embarrassment of forgetting where you parked. Its unique handwritten memo, photo, and GPS...
* [www.tripit.com](http://www.tripit.com) TripIt makes it easy to travel. It saves you from the printouts, e-mail searching, and airport panic sessions common to modern day travel.
* 1 Password <https://agilebits.com/onepassword/iphone> keeps track of multiple passwords
* Gratitude Tree <https://itunes.apple.com/fr/app/gratitude-tree/id671754029?l=en&mt=8> It’s free and keeps track of the things you are grateful for
* Wellet http://www.wellet.com/-wellness program for college students
* Nutrino <http://www.nutrino.co/> Virtual nutritionist program
* <https://challengingdisorganization.org/> Institute for Challenging Disorganization. Provides organizers for people who are disorganized.
* [www.**napo**.net/](http://www.napo.net/) NAPO National Association of Professional Organizers. Provides productivity and organizing specialists.

**Interesting articles/books **

* <http://skoach.com/blog/get-more-done-the-keys-to-better-prioritization.html>

(How to prioritize)

* <http://www.addvance.com/bookstore/focus.html> download articles by topic

from previous Addvance publications

* <http://www.sciencedaily.com/releases/2007/04/070420104732.htm>

Importance of sleep in helping to understand the big picture

* http://www.123sortit.com/BO/Interruptions.html How to handle interruptions
* <http://www.lifeaftercollege.org/blog/2009/07/27/how-i-stay-organized/>
* <http://www.additudemag.com/adhd/article/3239.html> Clear up confusion: Communication Strategies for ADHD spouses
* <http://www.additudemag.com/adhd/article/5354.html> Ace the Job Interview
* <https://www.youtube.com/watch?v=U3nT2KDAGOc> 8 minute video on character strengths