

Assistive Technology Resources for Time Management

Throughout this module, the term *application* was used to denote software, apps, extensions, and other web-based applications. Since some vendors may offer only one of these options initially, and then expand to other types of applications, please check out the website or resource provided in order to learn which type of application is available at the time you are reviewing this module.

Calendars and Planners

[Google Calendar](#) – Features multiple calendar views in day, week, month, and year formats that can be shared among classmates, family members, and staff. Features include color-coding, reminder alerts, and viewing others' calendars.

[Cozi Calendar](#) – Features appointments, reminders, and activities with color-coding and avatar/photo for each family member. Calendars can be shared so that each family member can view them from various mobile devices.

Checklists

[Google Keep](#) – Enables you to make individualized checklists (with or without checkboxes) and move them around on your screen. Lists can also be shared and features include reminder options, drawing an image as the header for your list, or importing images.

[OneNote](#) – Features a bullet journal style checklist where boxes can be checked as tasks are completed. Other signifiers include indicating a task is in progress, important, etc.

[Priority Matrix](#) – Takes your to-do list to another level, with built-in prioritization.

[Remember the Milk](#) – Features customized checklists with color-coding, check boxes, subtasks, sharing capabilities, drag-and-drop reordering, and more.

[AnyDO](#) – This application features customized checklists with multiple category lists, sharing capabilities for others, drag-and-drop reordering, reminders, and voice recognition.

Paper Planners

[Erin Condren LifePlanner™ Stylized Organizer](#) – Fully customizable paper-based planner with daily, weekly, and monthly calendar views in a horizontal or vertical format, additional pages with lined or dot grid paper, and other features.

[Day-Timer Planner](#) – Refillable paper-based planner, including calendar in various formats, blank pages, and other features.

[Passion Planner](#) – Paper-based planner that focuses on finding your passion by integrating a calendar with tools to build a “passion road map” by “dreaming big” and then breaking that vision down into manageable tasks.

Visual Schedules

Visual schedules are frequently used to visually represent a student’s day or a series of tasks that make up a specific routine. Visual schedules typically use graphic symbols, images, or line drawings. For example, arrival routine, daily class schedule, specific steps to take during lunch, or a specific classroom routine at school are common visual schedules that may be helpful for students. Similarly, after school and bedtime routines may also be beneficial in the home environment.

[Boardmaker ®Online](#) - Boardmaker® Online is an effective interactive tool for visually based communication and curricula. Boardmaker® Online is one tool that can be used to make a Visual Schedule.

Timers

Countdown Timer – A standard visual timer used on a computer or other device, set to countdown the minutes or seconds left in an activity.

Standard egg timer – A sand timer, digital timer, or timer that is traditionally used to set to the amount of time it takes to cook an egg.

[Time Timer](#) – Is an application that represents a visual timer on a computer or other device.

[30/30](#) – Allows you to enter a general task, set the timer to do that task for 30 minutes, and then take a break for 30 minutes. Adjustments can also be made to decrease or increase time in 5-minute increments.

Reminders

Different types of reminders are usually embedded as one feature among many within applications, whether as a reminder for an appointment that can be set in Google Calendar, a timed reminder to self-monitor the amount of time spent on a task, or a reminder to terminate a task.

Applications to Boost Productivity

[ATracker](#) – An application that provides a visual representation of color-coded categories of time so you can see how you spend your time.

[Cold Turkey](#) – A “distraction blocker,” this customizable app can be set to block specific webpages or even all online access.

[RescueTime](#) – An application that tracks your time on specific projects and tasks. Allows you to customize your goals and then work toward meeting them for a project or amount

of time spent on task. Premium version includes the additional feature of being able to block distractions.