

# Tools for Information, Work, and Time Management

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## Time

Tool or Link	URL	What it offers
Be focused pro	<a href="https://apps.apple.com/us/app/be-focused-pro-focus-timer/id953426154">https://apps.apple.com/us/app/be-focused-pro-focus-timer/id953426154</a>	Pomodoro style timer, reporting
Pomodoro	<a href="https://francescocirillo.com/products/pomodoro-timer-web-app">https://francescocirillo.com/products/pomodoro-timer-web-app</a>	Pomodoro style timer
Forest	<a href="https://www.forestapp.cc/">https://www.forestapp.cc/</a>	Pomodoro style timer, block websites, gamification

## Work

Tool or Link	URL	What it offers
Outlook folders	<a href="https://support.microsoft.com/en-us/office/organize-email-by-using-folders-0616c259-4bc1-4f35-807d-61eb59ac79c1">https://support.microsoft.com/en-us/office/organize-email-by-using-folders-0616c259-4bc1-4f35-807d-61eb59ac79c1</a>	Tool for organizing email
Outlook rules	<a href="https://support.microsoft.com/en-us/office/set-up-rules-in-outlook-75ab719a-2ce8-49a7-a214-6d62b67cbd41">https://support.microsoft.com/en-us/office/set-up-rules-in-outlook-75ab719a-2ce8-49a7-a214-6d62b67cbd41</a>	Tool for controlling what comes to your inbox
Email Management Tips	<a href="https://www.self.com/story/email-management-tips">https://www.self.com/story/email-management-tips</a>	List of possible techniques, Gmail centric, but many good strategies
Records management	<a href="https://finance.uw.edu/recmgt/email#sec4">https://finance.uw.edu/recmgt/email#sec4</a>	UW recommendations for handling email
Todoist	<a href="https://todoist.com/">https://todoist.com/</a>	Powerful task manager
Remember the Milk	<a href="https://www.rememberthemilk.com/">https://www.rememberthemilk.com/</a>	Powerful task manager
Trello	<a href="https://trello.com/">https://trello.com/</a>	Powerful task manager organized in a Kanban board
Microsoft To Do	<a href="https://todo.microsoft.com/tasks/">https://todo.microsoft.com/tasks/</a>	Task manager integrated into

		Outlook; formerly Wunderlist
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## Information

Tool or Link	URL	What it offers
Evernote	<a href="https://evernote.com/">https://evernote.com/</a>	Tool to organize your notes and files, search across images and text
Onenote	<a href="https://www.onenote.com">https://www.onenote.com</a>	Notes tool integrated with Outlook, search across images and text
Instapaper	<a href="https://www.instapaper.com">https://www.instapaper.com</a>	Tool to capture text for future reading
Pocket	<a href="https://getpocket.com/">https://getpocket.com/</a>	Social tool to capture text for future reading
Zotero	<a href="https://www.zotero.org/">https://www.zotero.org/</a>	Tool to capture and organize PDFs, creates bibliographies
Papership	<a href="https://www.papershipapp.com/">https://www.papershipapp.com/</a>	Tool to read Zotero PDFs on iPad with markup

## Other

To or Link	URL	What it offers
Last Pass	<a href="https://www.lastpass.com/">https://www.lastpass.com/</a>	Password manager, UW CISO approved
1Password	<a href="https://1password.com/">https://1password.com/</a>	Password manager
One Tab	<a href="https://www.one-tab.com/">https://www.one-tab.com/</a>	Browser extension that saves links for all open tabs
Momentum	<a href="https://momentumdash.com/">https://momentumdash.com/</a>	Browser extension for a new tab that is designed to minimize distraction
Simple Tab Group	<a href="https://github.com/drive4ik/simple-tab-groups">https://github.com/drive4ik/simple-tab-groups</a>	Browser extension that enables you to organize tabs into categories
Pencil Planner Pro	<a href="https://pencilplanner.app/">https://pencilplanner.app/</a>	iPad and Apple Pencil app, Integrates

		calendar and handwritten notes
Day One	<a href="https://dayoneapp.com/">https://dayoneapp.com/</a>	Journaling app, also can be used to organize information