

# Time management tools



## Calendly



### Description

Availability and booking app, which helps scheduling.

### Price

Free - 10 \$ / month



### How to use it in practice

Book meetings, schedule and host on-line classes and integrate payment methods.

<https://calendly.com/>



## Google or Microsoft calendar



### Description

Calendar apps help you to plan and organize your work.

### Price

Free.



### How to use it in practice

Create appointments and events, organize meetings or add reminders. Easy to integrate with other devices.

<https://workspace.google.com/products/calendar/>

<https://www.microsoft.com/en-us/microsoft-365/outlook/email-and-calendar-software-microsoft-outlook>



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## Kanban

kanbantool

### Description

Digital board which helps to manage tasks by visualizing them in a columnar format. It helps to control and optimize work flow.

### Price

14 days free trial,  
6-11e/month.



### How to use it in practice

Manage your work and planning with a kanban board. It visualizes work, limit wok-in-progress and maximize efficiency. Possible to monitor and improve work performance using cumulative flow diagram and cycle time reports.

<https://kanbantool.com/>

## Picktime



### Description

Online appointment scheduling software with payments.

### Price

Free – 3 \$ / month



### How to use it in practice

Schedule meetings, classes and rooms or manage payments. Mark and follow attendance and use a waitlist. Picktime is possible to connect with many other apps.

<https://www.picktime.com/>



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## Setmore



### Description

Booking and scheduling organizer.

### Price

Free – 5 \$ / month



### How to use it in practice

Create your booking page and follow payments, calendar and reminders. Possible to set up groups teaching sessions.

<https://www.setmore.com/>

## Sunsama



### Description

Digital daily planner.

### Price

After free trial 14 \$ / month



### How to use it in practice

Helps to stay focused on task and organize the day. Possible to sync with other apps, like Google and Microsoft calendar.

<https://www.sunsama.com/>



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## Super productivity



### Description

Work planner and tracker.

### Price

Free, no user account needed



### How to use it in practice

Efficiently manage your tasks and track the time spent on each one. Includes time sheets and work summaries.

<https://super-productivity.com/>

## Todoist



### Description

Task manager and to-do list app.

### Price

Free trial, 4-6e/month



### How to use it in practice

Helps to create to-do lists, sends reminders, keeps track of aspects of the project, includes planning templates for different purposes. Possible to connect with other tools.

<https://todoist.com/>

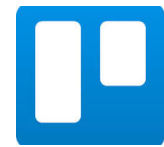


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## Trello



### Description

Visual work management tool with calendar, timeline, boards and lists

### Price

Free–10\$/month



### How to use it in practice

Boards, lists, and cards to get a clear view of who's doing what and what needs to get done.

<https://trello.com/home>

## Workstatus



### Description

Time tracking and workforce management solutions, designed to boost efficiency and unlock peak productivity

### Price

After free trial 5\$-7\$/ month



### How to use it in practice

Enable you to keep an accurate record of how much time you spend on various tasks and identify when and where productivity lags.

<https://www.workstatus.io/>



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