

# Time Management Apps & Tools

Please note: These apps and tools are not affiliated with ArtU, and the ARC does not endorse or guarantee the services offered. These suggestions are meant to supplement resources already available at Academy of Art University.

## Managing Your Time

*Good time management skills can help you with personal efficiency.*



[Google Calendar](#): Great for group projects, sharing schedules, and creating reminders. Syncs across devices.



[Rescue Time](#): Helps you stay focused by blocking distracting apps and websites while you complete your work (similar to [Freedom](#)).



[Focus Booster](#): Increases productivity by using the [Pomodoro Technique](#), a time management system that breaks down your work into intervals, separated by short breaks (similar to [Forest](#)). Syncs across devices.

## Staying Organized

*A good organizational system will help you avoid procrastination and free up mental space for creativity.*



[MyLifeOrganized \(MLO\)](#): Helps you break down tasks into obtainable goals and prioritize assignments. Syncs across devices.



[Todoist](#): The ultimate to-do list app. Great for bookmarking websites, and allows you to share tasks and projects with other students (similar to [Any.do](#)). Syncs across devices. Integrates with Gmail and Outlook.



[Trello](#): Great for group projects; allows for fun, flexible collaboration (similar to [Evernote](#)). Syncs across devices.



[Habitica](#): Turns your to-do list into a fun mobile game experience while helping you develop good habits. Syncs across devices.



[Bullet Journaling](#): Great for creative and visual learners who prefer pen and paper.

# Time Management Apps & Tools Continued

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## Studying & Completing Assignments

*There are many free academic resources available to students. These are some of the most helpful.*



[MyHomework](#): Keeps track of assignments, projects, tests, and due dates. Syncs across devices.



[Quizlet](#): Digital flashcards and memory games that you can share with others. Check out [Quizlet Live](#) for custom, collaborative, and competitive lesson reviews.



[Grammarly](#): Checks grammar and spelling for writing assignments and emails. Smartphone keyboard available. For citing sources, try [EasyBib](#). For keyword detection and analysis, try [Readable](#).



[Khan Academy](#): Free practice exercises and instructional videos on a wide range of subjects including art history and math.



[Duolingo](#): Fun, interactive games that help you learn languages.

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## Resources for Cheap Art Supplies



[Blick](#): Student membership. Great deals in their sale and clearance section. Excellent customer service and high-quality art supplies.



[Jerry's Artarama](#): Inexpensive art supplies, especially in the discount section.



[MisterArt](#): Huge selection of affordable art and craft supplies.

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Check out AAU's [academic resources](#), which include [academic coaching support](#) and language labs.

For [software tech support](#) for most majors, email: [labtechsupport@academyart.edu](mailto:labtechsupport@academyart.edu)