

ORGANIZATION & TASK MANAGEMENT:

The following Free or Low Cost Assistive Technology programs, software, websites, and apps focus on different forms of Organization and Task Management Support.

Agenda



Features:

- Task and note taking app with date/time markers
- Create to do lists for present and future dates
- Track to do list items in a timeline format and add detailed notes
- More Information: [Agenda Website](#)
- Cost: Free and Premium features can be purchased in the app
- Compatibility: iOS

Any.do



Features:

- To-do list application
- Sync your tasks on your mobile device and computer or use the Chrome extension
- Use the reminder feature so you never forget what you need to do or where you need to be
- More Information: [Any.do Website](#)
- Cost: Free and \$3/month Premium
- Compatibility: iOS; Android; Chrome Extension

Bullet Journal App



Features:

- Using the Bullet Journal Method, log tasks and to-do's
- Offers a searchable log and reflection tracker to organize and prioritize tasks
- Includes guides and articles to help you get started

- More Information: [Bullet Journal Website](#)
- Cost: \$4.99
- Compatibility: iOS; Android

Dynalist



Features:

- Task break-down and organization app
- Connect tasks to one another for easy navigation
- Trackable and searchable options for your to-dos
- More Information: [Dynalist Website](#)
- Cost: Free and \$7.99/month for Pro
- Compatibility: Windows; Mac; iOS; Android; Linux; Chrome and Firefox Extension

Google Keep



Features:

- A visual bulletin board of post-it notes with reminders and tasks lists
- Ability to color code your notes, add reminders, and add photos and pictures to your notes
- Use your Google account to sync this on your computer, tablet, phone and other Google Suite apps
- More Information: [Google Keep Website](#)
- Cost: Free
- Compatibility: Online Resource; Android; iOS

Goblin Tools- Magic ToDo



Features:

- AI task management tool that helps break down large tasks into smaller steps
- Users can also break down subtasks into additional smaller steps and get time estimates for how long tasks will take

- Goblin Tools' website contains other helpful resources, such as writing assistance for tone and formalizing writing, an overview of topics entered, a time estimator, a recipe builder, and more
- More Information: [Goblin Tools Website](#)
- Cost: Free
- Compatibility: Online Resource

iStudiez Pro



Features:

- Stay organized and on top of all your school work and your schedule with this app
- Using the built-in planner with alerts and reminders, track tasks, homework, deadlines, meetings, and your grades
- Sync on across devices
- More Information: [iStudiez Pro Website](#)
- Cost: Free with in-app purchases
- Compatibility: Windows; Mac; iOS

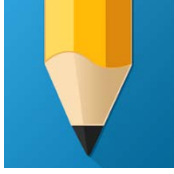
Llama Life



Features:

- Pomodoro type timer and time management app
- Allows users to map out their day in time increments for tasks
- Provides suggestions for how to break a task down into smaller tasks
- Users can different types of alarms to help them transition from task to task
- View timers in a visual or countdown format
- Play soundscapes within the app to help stay more focused
- More Information: [Llama Life Website](#)
- Cost: \$27.30/yr
- Compatibility: Online resource, Android, iPhone

myHomework



Features:

- Virtual Planner to track your homework, tests, projects, and lessons
- Set and receive reminders when assignments are due or tests are coming up
- Set up your class schedule within the app
- Sync your information with any of the available devices
- More Information: [myHomework Website](#)
- Cost: Free and \$4.99/year for Premium
- Compatibility: Windows; Mac; Chrome Extension; iOS; Android; Kindle

MyStudyLife



Features:

- Create an account to keep track of your school work, assignments, course, schedule and exams
- Use the dashboard to schedule and set reminders for all your school related work
- Cross platform compatibility allows for organizing on a variety of devices
- More Information: [My Study Life Website](#)
- Cost: Free
- Compatibility: iOS; Android; Online Resource

Notion



Features:

- One-stop-shop for organizational planning to keep track of all of your daily tasks, schedules, and projects.
- Customizable pages or pre-fabricated organizing templates
- Notion pages can be shared with others for collaboration or team planning
- Offered as a desktop, mobile, and web application so you can access Notion anywhere
- More Information: [Notion Website](#)
- Cost: Free for personal or \$8/month for Plus (billed annually)

- Compatibility: Web application; Windows; Mac; iOS; Android

Passion Planner



Features:

- Passion Planner is an organizational planner and journal store that has options for free digital downloads
- The free digital downloads includes a variety of planner, journal, and other organizational layouts
- More information: [Passion Planner Free Downloads Website](#)
- Cost: Free
- Compatibility: Downloadable resource

Priority Matrix



Features:

- Project management app to help manage and categorize priorities
- App includes visual icons, notes, file sharing, overview of all projects, and more
- Ability to sync between devices and track your progress
- More Information: [Priority Matrix Website](#)
- Cost: Free limited version; \$12/month Pro (billed annually)
- Compatibility: Online Resource; Windows; Mac; iOS; Android; Chrome and Firefox extension

Remember the Milk



Features:

- An app designed to help users not “forget the milk,” or any other task using this task/to-do-list
- Organize your tasks with priorities, subtasks, due date, time estimates, tags, repeating tasks and more
- Sync tasks on multiple devices and with calendars
- Get reminders through notifications, email, text or Twitter
- More Information: [Remember the Milk](#)

- Cost: Free and Pro
- Compatibility: Online Resource; iOS; Android; Windows; Mac; Linux; Chrome, Safari, Edge and Firefox extension

Station



Features:

- An open-source browser to organize all applications you have
- Includes a smart dock for quick access to your applications
- Searchable across applications
- Enable focus mode to toggle application notifications on and off
- More Information: [Station Website](#)
- Cost: Free
- Compatibility: Open-source download

Structured- Daily Planner



Features:

- Displays to-do lists items in a visual timeline
- Customize tasks by adding icons, subtasks, changing the color, adding notes, or set as a repeating task
- Has a place to store tasks that you aren't yet sure about when you need to get them done
- Enable notifications to get reminders about to-do list items
- More Information: [Structured Website](#)
- Cost: Free, Pro for \$9.99/year, or Lifetime Pro one-time payment for \$29.99
- Compatibility: iOS

Things 3



Features:

- To-do list application
- Create and prioritize check lists and to do list items for today, upcoming, anytime, or someday

- Features headings to better structure your to do lists, reminders, multiple windows view and more
- Daily schedule view with calendar events and to-do list items in one place
- More information: [Things 3 Website](#)
- Cost: \$9.99 for iPhone and \$19.99 for iPad
- Compatibility: iOS

TickTick



Features:

- Includes features such as a place to record tasks, a calendar, an "Eisenhower Matrix" to help with prioritizing tasks, a Pomodoro timer, and a habit tracker
- Users can use voice input to add items to their task list, share lists with others, and more
- Progress tracking available in the premium version
- More information: [TickTick Website](#)
- Cost: Free for regular plan and Annual plan for \$35.99
- Compatibility: Windows, Android, iOS, Mac, Linux, Online, Chrome/Edge/Firefox Extension, Outlook and Gmail Add-on

Tile App



Features:

- Device and application made to help users not lose and find their items Connect your tile to your keys, bike, computer, or anything
- If you misplace your item, use the app to help you track the item down
- Tile will ring you to guide you to its location
- If tile is out of range, the app will guide you to its last known location
- More Information: [Tile App Website](#)
- Cost: ~\$25+ per tile; Free app
- Compatibility: Standalone device with app compatibility; iOS; Android

Todoist



Features:

- Subtasks, notifications, prioritization, reminders, notes, and filters in this all-in-one to-do list
- Access tasks from anywhere, collaborate on shared tasks, and linked with other apps
- Features templates to get you started
- More Information: [Todoist Website](#)
- Cost: Free; Pro \$4/month (billed annually)
- Compatibility: Windows, Mac, Online Resource; iOS; Android; Chrome, Safari, Firefox, and Edge extension

Toodledo



Features:

- Organizational tool to support users with customizable tasks, lists, notes, outlines, and habit tracking
- Advertised as an app that can increase productivity
- Users can access Toodledo on their phone or computer
- More information: [Toodledo Website](#)
- Cost: Free
- Compatibility: Android, iOS

Trello



Features:

- Displays tasks and priorities in a creative and collaborative way
- Customizable boards, lists, and templates to help you organize your to-do lists
- Ability to track progress for tasks
- More Information: [Trello Website](#)
- Cost: Free, Standard for \$5/month (billed annually), and Premium for \$10/month (billed annually)
- Compatibility: Web application; iOS; Android

Workflow



Features:

- Organizational tool used to help manage to-do lists, projects, take notes, store files, journal, collaborate with others, tag items, and more
- Nested layouts, lists, bullets, ability to add dates and other format and layout options
- Sync between devices
- More Information: [Workflowy Website](#)
- Cost: Free or \$4.99/month for Pro
- Compatibility: Online Resource; Windows; Mac; Linux; iOS; Android