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As a famous movie villain once said: Who has time? Who has time? But if we don't ever take the time, how can we ever have time? While Merovingian from Matrix movies can be an ethically questionable source of wisdom, it is true that time is a resource that you can't have more of. Whether you are rich or poor, you only have so many days on this earth. Therefore, you need to manage that time to get to all the important things. Time management is a tough skill to learn, but these 21 time management tools all have their own contribution to make when it comes to doing out your precious time to the demands of modern life. 1. Trello Trello is one of our absolute favorite time and project management tools. That's what we use! You can easily break all projects into phases, with columns and cards representing specific tasks. Alternatively, use the column and card system as you like! Key features: Create columns and cards to suit your project and team. Pack all related info for a card directly into it. Assign due dates and specific team members who are responsible for each card on the board. Pricing: Free with various paid options starts at \$12.50 per user, per month. Website: 2. Rescue Time An automatic time management tool that gives you insight into how you use your time and where you can win some of it back. Perfect for those who never seem to have enough time to get everything done, but don't know where the time went! Key features: Automatic time tracking, without the need for manual data entry. Automatic prompts to add offline time. Very detailed reporting and insights. Pricing: 14-day trial with prices starting at \$6.50 per user, per month. Website: 3. Todoist An amazing to-do list application that seems to have thought of everything. It can help you make sure you have enough time to get to everything, in the right order, without anxiety. Key features: Quick task-add system, with recurring date options. Easy delegation of tasks to other users. Useful template library for different project types. Pricing: Free, with premium options starting at \$4 per month, per user. Website: 4. Toggl Track Toggle Track is one of the three Toggle tools specializing in time tracking. With a particularly attractive and intuitive design. Key features: Fast timers with one click. Automatic tracking of apps and websites in the background. Auto-tracking of time even if you forget to activate a timer. Pricing: Free with plans starting at \$10 per user, per month. Website: 5. TickTick TickTick is a todo list and task manager program that is available across a staggering number of devices, platforms and operating systems. Including apple watch! Key features: Supports voice input for tasks. Location-based reminders. Activity system several priorities. Pricing: Free to start, with \$27.99 per user annually. Website: 6. Tyme Tyme is exclusive to iOS, watchOS and macOS. Offers Offers and intuitive time tracking that's perfect for anyone fully hooked into Apple's ecosystem. Those who work across platforms should look elsewhere. Key features: Unparalleled integration with Apple apps like Calendar and Siri.Tyme reminders directly to your messaging center. Clock in and out based on location. Pricing: \$3.99 per month, per user. Website: 7. Time-safe Accurate, AI-driven time tracking that virtually eliminates manual input for your time usage during the day. Good if you don't even have time to track the time that you have. Key features: All your time spent in different work apps is automatically called into a daily timeline. Real-time team dashboards. Location tracking support for location-based time tracking. Pricing: Starts at \$96 per year, per user. Website: 8. Pocket Pocket is a time management tool that allows you to avoid the distraction of interesting content, by allowing you to easily save everything for later when your work is done. Also good for organizing planned reading for work or study. Key features: Save content wherever you are and virtually any type. Offline read support. Save to your browser on your desktop, and view your pocket from any device. Pricing: Free with ads, \$4.99 per month for premium. Website: 9. Remember The Milk Remember The Milk is a smart and easy-to-use task manager designed specifically to keep busy people on track and avoid forgetting that a crucial task. An excellent choice for anyone with a high density of tasks that tends to let some slip through. Key features: Smart Add allows detailed task creation in a single line of text. Reminders can be sent to multiple services such as Gmail or Skype.Supports subactivities and file attachments to tasks. Pricing: Free with \$39.99 per year for Pro users. Website: 10. Harvest Harvest is a time management and expense tracking app focused on team management and insight through an intuitive dashboard. Key functions: Time tracking via timers or manual input. Integration with apps like Chrome and Trello.Direct the creation of invoices based on invoices hours. Pricing: Free trial available. \$12 per user, per month. Website: 11. Avaza [Avaza] All-in-one management software that includes integrated time and expense tracking. A good choice for teams that have complex roles and tasks. Key features: One-click timers for data insights and billable hourtracking. Bulk timesheet import. Fine-grained tuning of billing rates and non-billable hours. Pricing: Free, from \$9.95 per month for paid plans. Website: 12.Clockify A popular, simple and free time tracker that works for teams as well as Key features: Offers timer-based tracking and manual input. Invoiceable and unpaid hours are easily separated. Offers a clean and insightful project dashboard. Pricing: Free! Website: 13. Forest A unique unique that helps you prevent smartphone distraction by rewarding you with planting real trees, limited to five real trees per user. Key features: Start a task by planting a virtual tree. If you leave the app before 30 minutes have elapsed, the tree will be taved and die. Virtual coins earned growing virtual trees can be spent on real tree planting charities. Pricing: \$1.99 with optional in-app purchases. Website: 14. Epic Win A cool gamified time management tool that turns your real tasks into a role-playing game. Perfect for MMORPG addicts! Key features: Earn experience points by completing your tasks. Level up your character. Progress on the quest map by completing the details. Pricing: \$1.99 Website: 15. Loop Loop uses innovative tracking and feedback to help you cultivate good daily habits and time efficiency, based on a unique understanding of how habits are formed and maintained. Key features: Proprietary habit points algorithm. Open source, works offline and completely private. Reminders, complex schema support, and attractive widgets. Pricing: Free and Open Source Website: 16. MyLifeOrganized Flexible, full-fledged time management app with optional paid cloud-syncing feature. Key features: Simple, elegant drag-and-drop to-do list creation. Support for intuitive hierarchical to-do lists. Generates smart lists from complex hierarchical task outlines. Pricing: Free on mobile with \$29.99 PRO version, \$49.95 Windows Standard Edition, \$59.95 Windows Pro Edition.. Website: 17. Google Tasks Barebones time management tool from Google, brilliantly integrated with Google suite. Simplicity is its strength, but it may be too sparse for some. Key features: Stripped down and core functionality only. Supports subtasks. Create tasks directly from Gmail. Pricing: Free! Website: Find it on the Play Store or Apple App Store 18. Clear Todos An incredibly minimalist yet powerful touch-centric to-do list tool for iPad and iOS. Key Features: Easy Today View to see your instant details at a glance. Free from all the mess. Designed for touch interfaces from scratch. Pricing: \$4.99 Website: Find it on iOS App Store 19. Microsoft Making Powerful and Integrated To-Do Tools from Microsoft, replacing the popular and well-regarded Wunderlist. Ideal for those who are already embedded in the Microsoft ecosystem at work. Key features: Offers a web app, so you can access it from anywhere. The smart daily planner offers personalized suggestions to ensure a correct and useful task list. Tasks can be divided into simple substeps. Pricing: Free! Website: 20. Tomato / Pomodoro Available as a web-based timer or an app, Tomato Timers offers an easy and elegant way to implement Pomodoro technology. Each pomodoro is 25 minutes long. Users work on the task until the timer takes. Check off a pomodoro and then take a five Break. After every fourth pomodoros, take a long break. The method is intended to improve efficiency. Key features: Simple interface that helps users understand and use pomodoro technology. Great, simple web app. The app has just enough tools to stick to your pomodoro practice. Pricing: Free with ad support and in-app purchases. Website: 21.Nirvana For GTD Nirvana is a cloud-based task management and to-do application built around the Getting Things Done time management method invented by David Allen. This method builds around knowing what action you can and should take next, making sure you just focus on the next step or goal until you get it all done. Key functions: Objects can be filtered by properties such as time, energy, and labels. Choose where you want to focus using the Areas feature. Can sync over the web, Android and iOS phones and tablets. Pricing: Free with Pro starts at \$5 per month. Website: Oh My Fur and whiskers! I'm Late, I'm Late! It's a long, long list of time management tools. Which, ironically, must have taken you a lot of time to work through! But think of it as an investment in time now, to have more of it later. Just remember that it's not just the work aspect of life that deserves to have some time set aside! Aside!

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