Time Management Toolkit   2023

Planning

- https://github.com/features/issues -> project planning for developers
- https://monday.com/ -> professional planning and more
- https://basecamp.com/ -> professional project management
- https://start.mural.co/free-forever -> shared digital canvas
- https://www.microsoft.com/nl-nl/microsoft-365/visio/flowchart-software -> MS Visio
- https://www.matchware.com/ -> MindView mindmapping
- https://www.mindomo.com/ -> Mindmaps and Gants
- https://www.mindmeister.com/ -> Mindmapping together
- https://obsidian.md/ -> organizing your thoughts

Task management

- https://www.ticktick.com -> integrated Todo list, checklist and task manager
- https://zenkit.com/en/todo/ -> part of the Zenkit Suite
- https://trello.com/ -> integration of different features
- https://todo.microsoft.com/tasks/ -> MS to do
- https://my-effectiveness-habits-beta.en.softonic.com/android -> free app for Android
- https://www.notion.so -> organizing, sharing and time tracking
- https://todoist.com/ -> Todoist
- https://intuitive.studio/minimalist/ -> app also available in MS

Productivity

- https://www.focustodo.cn/ -> pomodoro technique and task management
- https://www.forestapp.cc/ -> focussing
- https://joplinapp.org/ -> note taking
- https://workrave.org/about/ -> alerts you to take time away from your computer (in TU Delft software)
- https://tomighty.github.io/ -> Pomodoro timer
- https://pomofocus.io/ -> Pomodoro timer

Time tracking

- https://clockify.me/ -> time tracking for teams
- https://toggl.com/track/ -> TogglTrack
- https://www.rescuetime.com/ -> RescueTime
- https://www.getharvest.com/ -> Harvest

- https://www.timecamp.com/time-tracking/ -> TimeCamp

Websites and articles

- https://francescocirillo.com/products/the-pomodoro-technique -> Pomodoro technique
- https://www.headspace.com/ -> Meditation, Sleep, Stress and Mindfulness
- https://waitbutwhy.com/2013/10/why-procrastinators-procrastinate.html -> Procrastination
- https://waitbutwhy.com/2016/03/my-ted-talk.html -> Tedtalk procrastination
- https://hbr.org/2017/05/your-brain-can-only-take-so-much-focus -> focus by Srini Pillay
- https://hbr.org/2016/04/are-you-too-stressed-to-be-productive-or-not-stressed-enough -> stress
- https://www.researchgate.net/publication/216443667_Can_Work_Make_You_Sick_A_Meta-Analysis_of_the_Relationships_Between_Job_Stressors_and_Physical_Symptoms -> stress
- https://www.ithinkwell.com.au/resources -> free planners and guides
- https://jamesclear.com/ -> author of Atomic Habits (see Books)
- https://www.youtube.com/watch?v=wmV8HQUuPEk -> Time management and ADHD

Books

- First things first – Stephen R. Covey, A. Roger Merill, Rebecca R. Merill; ISBN 978-0684802039
- The seven habits of highly effective people – Stephen R. Covey; ISBN 978-1451639612
- Getting Results the Agile Way – J.D. Meier; ISBN 978-0984548200
- Getting Things Done – David Allen; ISBN 978-0749922641
- Atomic Habits – James Clear; ISBN 9781847941831
- Time Surfing – Paul Loomans; ISBN 978-1786780911
- Rest, Why you get more done when you work less – Alex Soojung-Kim Pang; ISBN 978-0241217283
- Deep work – Cal Newport; ISBN 978-0-349-41190-3
- The organized mind – Daniel J. Levitin; ISBN 978-0525954187
- The Procrastination Equation – Dr Piers Steel; ISBN 978-0061703621
- Dutch Reading: Mark Tigchelaar & Oscar de Bos - Focus aan uit; ISBN 9789000359691

Courses in DE program

- T4.B3 Time Management II - Personal Effectivity through self-understanding
- T4.B4 Time Management - Individual Crash Course (two one on one coaching sessions focussing on your situation)
- T4.B5 Project Management for PhD candidates
- R1.C1 Basic Problem Solving and Decision-Making for Researchers

If you find anything missing, please let me know at contact@sandradekoning.nl