

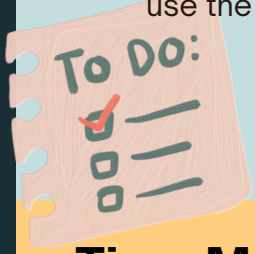


TIME MANAGEMENT TOOLBOX

Calendars and technology tools play a crucial role in helping teens like you manage their busy lives, stay organized, and achieve their goals. This fact sheet highlights various types and uses of calendars and technology tools that you can use to get organized and prepared for a successful year.

To-Do List Apps

These apps are either mobile or web based and are used to create and manage task lists. You can stay organized by creating lists of your homework assignments, chores, and personal goals that you want to accomplish. Apps provide features like due dates, priority levels, and recurring tasks. If you do not want to download a new application, you can use the reminder app installed on most mobile devices.



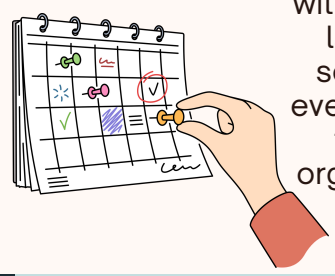
Time Management Tools

Time management apps can help you better manage your time. These apps will help you to stay focused, allocate the appropriate amount of times for tasks, and minimize your distractions.



Traditional Paper Calendars

Choose your perfect planner! School-provided, store-bought, or printable online calendars with daily, monthly, or weekly layouts. Jot down school schedules, deadlines, and events for a clear overview of the months ahead. Stay organized and on top of your game!



Digital Planners

Planner apps have been created to help students with their academic planning and study sessions. In these apps, you can easily create study schedules, track progress, and set reminders for exams and project deadlines.



Digital Calendar Apps

These apps offer an element of convenience, as they are available at your fingertips at all times no matter where you are. You can use these apps to set reminders, sync schedules across devices, and easily share events with friends and family.



Habit Trackers

Habit trackers help you to establish and monitor positive habits like exercise, reading, and/or practicing a skill. Apps will help you establish routines and positive habits.

