

APPS	EXECUTIVE SKILLS	DESCRIPTION	FEATURES
MYSTUDY LIFE SCHOOL PLANNER	1.) Organization 2.) Time Management 3.) Planning/Prioritization, 4.) Task Initiation	Allows you to store your classes, homework and exams in the cloud, making it available on any device. Integrates all areas of your academic life- see homework due and overdue, identify classes which conflict with your exams, and get reminders for unfinished tasks.	<ul style="list-style-type: none"> • Free • Customize exams by inserting subject, module, date/time, duration, room seat, and color code • Customize tasks by inserting the subject, type of task (e.g. assignment, reminder, revision), due date, title, and details • Identifies conflicting tasks, exams or classes • You choose your settings for reminders such as 5, 15, or 30 min. prior
MICROSOFT TO DO	1.) Organization 2.) Time Management 3.) Planning/Prioritization 4.) Task Initiation	Break tasks into manageable steps. Create and personalize sharable lists with bold and colorful backgrounds. Get your lists anywhere, on any device. Sync your tasks between Outlook and To Do and group your lists by topic or project. Attach files up to 25 MB to any task.	<ul style="list-style-type: none"> • Free • Share lists and assign tasks with your friends, family, colleagues, and classmates • Set one-time or recurring due dates and reminders • Add notes to any task • Uses your calendar as well to get a bird's eye view of your day • You rank your tasks from “important” to “needs to get done today”

REMINDERS	<ol style="list-style-type: none"> 1.) Organization 2.) Time Management 3.) Planning/Prioritization 4.) Task Initiation 	<p>Gives users the ability to create reminders and checklists. Both options are highly customizable. Images and notes can be inserted to each reminder or checklist.</p> <p>Customize reminders with specific times/dates, priority, or frequency. Reminders and lists can be easily shared with other iPhone users.</p>	<ul style="list-style-type: none"> • Free for iPhone users • Works as both a reminder tool and a checklist • Customizable • Limited to iPhone users but you can sync your lists and reminders to android and other phones
GRAMMARLY	<ol style="list-style-type: none"> 1.) Metacognition 2.) Working Memory 	<p>Grammarly is a writing assistant. Main features include grammar checking, synonyms, writing stats, plagiarism checking, tone detector, and spell check. Use for emails, drag and drop documents, projects, and social media posts.</p>	<ul style="list-style-type: none"> • Free • Additional features available with payment plans • Accessible and easy to use
QUIZLET	<ol style="list-style-type: none"> 1.) Metacognition 2.) Working Memory 	<p>Log into Quizlet and create your own study sets, such as flashcards. You also have the option of searching for similar study sets that have already been created by other users. Share your study sets with others. Study 7 different ways with games, flashcards, write, learn, spell and test. All of these features are free to use.</p>	<ul style="list-style-type: none"> • Free • Search to find notes for almost any subject • Records progress of your study sets
STUDY BLUE	<ol style="list-style-type: none"> 1.) Metacognition 2.) Working Memory 	<p>Make a Study Blue account and link your account to your university. Have access to flashcard decks specifically tailored to your courses. Create your own flashcard decks or search for premade decks. Join classes and</p>	<ul style="list-style-type: none"> • Free • Customizable • Search to answer questions about course content

connect with classmates to ask questions or collaborate.

- Get recommendations for decks related to your courses and study history

DASHLANE PASSWORD MANAGER

- 1.) Metacognition
- 2.) Working Memory

Password Manager can automatically log into websites with a single tap. There's no need to remember the username, password, website address any more. It is compatible with Mac, Windows, Safari, and Firefox

- Free
- Additional features available with payment plans
- Can designate a family member/emergency contact access to password(s)
- Will change all passwords for all accounts to one master password then sync password to all accounts across all devices
- Synch all data on dashlane cloud and then store on a local drive up to 50 MB
- Receipt capture & folders

MEDISAFE MEDICATION MANAGER

- 1.) Metacognition
- 2.) Working Memory

Medisafe is an easy-to-use app that helps you to remember to take your medications and pills at the right time and day.

- Free
- Highly customizable
- Customize medication dosage, reason for medication, measurements, and diary entries
- Add dependents & friends
- Add doctors and appointments
- See reports of missed doses

<p>STOP, THINK, BREATHE</p>	<p>1.) Metacognition 2.) Working Memory</p>	<p>Provides you with short guided meditations, yoga and acupressure videos to help with the emotions you are feeling. Answer questions about how you're feeling and your emotional state for meditation recommendations.</p>	<ul style="list-style-type: none"> • Indicates any possible interactions medications may have with each other • Free • Additional features available with payment plans • No requirement to sign up
<p>BLOCKSITE</p>	<p>1.) Sustained Attention</p>	<p>Improve productivity and stay focused with BlockSite. This app helps you to avoid procrastination and increase concentration by blocking the sites that tend to distract you.</p>	<ul style="list-style-type: none"> • Free • Additional features available with payment plans • Block almost any site from your internet browser • Fast and effective • Does not block apps • Available as a google chrome extension
<p>FOCUS KEEPER TIME MANAGEMENT</p>	<p>1.) Sustained Attention</p>	<p>A great app to improve your time management skills. This app tracks your time on certain tasks. It has useful alarms to rotate between 25 minutes of tasks and 5 minutes of break time.</p>	<ul style="list-style-type: none"> • Free • Customizable • Easy to use • Let's you know exactly how long you are spending on a task