**APPS** **EXECUTIVE SKILLS**  **DESCRIPTION**  **FEATURES**

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| **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. | • 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. | • 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” |

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| **REMINDERS** | | 1.) Organization  2.) Time Management  3.) Planning/Prioritization  4.) Task Initiation | 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. Customize reminders with specific times/dates, priority, or frequency. Reminders and lists can be easily shared with other iPhone users. | • 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** | | 1.) Metacognition  2.) Working Memory | 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. | • Free  • Additional features available with payment plans  • Accessible and easy to use |
| **QUIZLET** | 1.) Metacognition  2.) Working Memory | 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 these features are free to use. | • Free  • Search to find notes for almost any subject  • Records progress of your study sets |
| **STUDY BLUE** | 1.) Metacognition  2.) Working Memory | 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 connect with classmates to ask questions or collaborate. | • Free  • Customizable  • Search to answer questions about course content  • 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 is 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  • Indicates any possible interactions medications may have with each other |
| **STOP, THINK, BREATHE** | 1.) Metacognition  2.) Working Memory | Provides you with short-guided meditations, yoga, and acupressure videos to help with the emotions you are feeling. Answer questions about how you are feeling and your emotional state for meditation recommendations. | • Free  • Additional features available with payment plans  • No requirement to sign up |

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| **BLOCKSITE** | 1.) Sustained Attention | 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. | • 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 |
| **FOCUS KEEPER TIME MANAGEMENT** | 1.) Sustained Attention | 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. | • Free  • Customizable  • Easy to use  • Lets you know exactly how long you are spending on a task |
| **BRIGHTSPACE PULSE** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization  4.) Task Initiation | Easy view of course calendars, readings, assignments, evaluations, grades, and news. Help you make better decisions about how to handle your workload, when to submit assignments, and when to prepare for tests. Real-time alerts will let you know when classes are cancelled, rooms are moved, or new grades are available. You can also see what is due today, this week, and upcoming across all your courses. | • Free  • Easy to use  • See all important dates for classes  • Receive latest grades and news  • View course content  • Share updates via email, text, and social media  • Enter your own events and deadlines  • Seamlessly log in to Brightspace via your browser to complete tasks |
| **GOOGLE KEEP** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization  4.) Task Initiation | Add notes, lists, pictures, audio and organize with colors. Helpful with time management because reminders can be set on notes. | • Free  • Capture, edit, share, and collaborate on your notes on any device, anywhere  • Organize your notes with labels and colors  • Grab text from an image to quickly find that note again through search |
| **MIND MASTER** | 1.) Organization  2.) Planning/Mapping | MindMaster aims at helping users draw professional-looking mind maps on iOS devices. You can quickly build your maps with built-in templates, and share with others through images, and PDFs. | • Get information organized  • Sort out information with radial structure  • Visually present information with the combination of texts, colors, and images  • Display contents in various layouts  • Create on mobile device and store them in the iCloud |
| **GLEAN** | 1.) Organization  2.) Note-taking | Glean makes great note taking come naturally so you never leave key information behind. Create multimedia notes from classes and meetings using any device. Identify and summarize information easily using our structured note taking method. Your notes will sync seamlessly between our web and mobile apps. | • Record your class so nothing is missed  • Highlight information to return to  • Sync with the web app to add slides  • Revisit to absorb information and organize your library of notes |
| **AUDIO NOTETAKER** | 1.) Organization  2.) Note-taking | Organize and categorize notes, turn notes into perfect learning style, capture audio and text in same space, and improve audio quality. | • Easy to use  • Record so nothing is missed  • Categorize notes by subject or class  • Text in the same space as the audio |
| **TEXT HELP PDF READER** | 1.) Time Management | Open PDF directly using Google Drive and makes opening PDFs much faster and smoother. | • Free  • Compatible with Google Drive |
| **SNAP & READ** | 1.) Time Management  2.) Planning/Prioritization | Snap&Read reads both accessible and inaccessible text aloud from websites, images, photographs, PDFs, and more. It also adjusts complex text to be more readable and can translate text into over 100 languages. You can even take a picture and have the text within that picture read aloud. | • Free  • Has both an App and Safari extension  • Dynamically levels difficult text  • Camera use to take a picture and read |
| **KAMI** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization | Students enjoy annotating text and editing documents using Kami. With our kid-friendly app, students can annotate on eBooks, publisher-supplied PDFs, worksheets, and more. Kami tools boost students’ creativity by allowing them to draw freely and annotate with a selection of colors, shapes, and text sizes. Students can easily complete tasks and save files with Kami’s Google Classroom integration. | • Free  • Compatible with Google Drive  • Digital classroom app  • Draw freely and annotate colors and shapes |
| **OTTER AI** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization | Automated meeting notes for Zoom, Google Meet, Microsoft Teams, and more. Records and takes meeting notes for you in real-time, so you can stay focused on the conversation and rest assured that all information (e.g., actions, highlights, photos, attendees) is captured, easily searchable, and shareable with your team. | • Free  • Online and on the app  • Take meeting notes automatically  • Share meeting minutes and summary with teammates  • Provide live captioning to deaf, hard-of-hearing, ESL people, and anyone with accessibility needs  • Transcribe in real time (when online) with high accuracy |
| **ONLINE-STOPWATCH.COM** | 1.) Time Management | Timers for classes, exams, games, holidays. Random number and group generators. Much easier to use this for specifically what you want. | • Free  • Customizable  • Useful for any sort of timer or stopwatch you may need |
| **EVERNOTE** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization | Evernote syncs to all your devices, so you can tackle action items on the go. Express yourself clearly with easy-to-use formatting options and find what you need quickly with filtered searches and results as you type. | • Free app  • Additional features available with payment plans  • Write, collect, and capture ideas as searchable notes, notebooks, checklists, and to-do lists  • Create separate notebooks to organize your receipts, bills, and invoices  • Sync your notes and notebook automatically across any computer, phone, or tablet  • Make personal to-do lists to keep your thoughts organized  • Keep up with lecture notes so you do not miss important details |
| **MOLESKINE** | 1.) Organization  2.) Time Management  3.) Planning/Prioritization | Moleskine Studio includes our three highly acclaimed apps. Timepage is a calendar that helps you effortlessly organize your day – combining your events, maps, contacts, and weather into a single, streamlined app. Actions is a to-do list app that helps you stay on time, on task, and on track. Flow allows you to create simple drawings, intricate works of art, and beautiful notes. | • Payment necessary  • Uncluttered calendar design to clearly see your whole week at a glance and scroll to see what is next  • Create action cards to note things you do not want to forget  • Swipe on action cards to complete them, delete them, or set reminders  • Create your own set of drawing tools  • Drag and drop documents to Timepage to store creations on your calendar |
| **READ AND WRITE FOR GOOGLE CHROME** | 1.) Reading/Writing Help  2.) Spelling/Grammar Support | Provides personalized support to make documents, web pages, and common file types in Google Drive (including Google Docs, PDF & ePub) more accessible. It is designed to help everyone engage with digital content in a way that suits your abilities and learning styles. | • Free  • Text-to-speech to hear words, passages, or whole documents read aloud with easy-to-follow dual color highlighting  • Text and picture dictionaries to see the meaning of words explained  • Word prediction offers suggestions for the current or next word as you type |
| **CO: WRITER UNIVERSAL** | 1.) Reading/Writing Help  2.) Spelling/Grammar Support | As letters are typed, Co: Writer predicts the intended word with a selection of word suggestions using powerful grammar-start word prediction. These suggestions can be read aloud with a swipe. Selecting the intended word places, it into the writing document. | • Free  • Handles spelling mistakes  • Using grammar to accurately predict words  • Built-in Text to Speech  • Export |
| **WORDQ** | 1.) Reading/Writing Help  2.) Spelling/Grammar Support | WordQ for Chrome is an easy-to-use standalone text editor for writing that integrates state-of-the-art word prediction, speech feedback, and Google speech recognition to support writing and editing. | • Free  • Runs offline, with the exception of speech recognition and Drive access  • Predicted words are displayed as you type  • Speaks back letters, words, and sentences as you type  • Proofreading sentences, which uses both visual and spoken cues to help you find mistakes in word order, word form, missing words, grammar, spelling, and punctuation |
| **MYECHO** | 1.) Reading/Writing Help | Just speak and your words appear. To speak whole paragraphs of text and speak your punctuation. | • Free  • Additional features available with payment  • Speech-to-text |
| **DRAGON ANYWHERE** | 1.) Organization  2.) Reading/Writing Help | Dragon Anywhere is the most accurate professional-grade dictation service available on the market, bringing the power of Dragon dictation to your mobile device. Providing faster, smarter dictation capabilities, Dragon Anywhere lets you create and edit documents of any length by voice. Use your own customized words, templates, and commands to format and share your documents from iOS or Android device. | • Free  • Access customized words and auto-text across all devices  • Unlimited dictation to the cloud  • Share documents by email, Dropbox, Evernote and more  • Powerful voice editing and formatting |