

APPS	EXECUTIVE SKILLS	DESCRIPTION	FEATURES
<b>MYSTUDY LIFE SCHOOL PLANNER</b>	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"> <li>• Free</li> <li>• Customize exams by inserting subject, module, date/time, duration, room seat, and color code</li> <li>• Customize tasks by inserting the subject, type of task (e.g. assignment, reminder, revision), due date, title, and details</li> <li>• Identifies conflicting tasks, exams or classes</li> <li>• You choose your settings for reminders such as 5, 15, or 30 min. prior</li> </ul>
<b>MICROSOFT TO DO</b>	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	

## REMINDERS

1.) Organization

Gives users the ability to create reminders

- Free for iPhone users

2.) Time Management

and checklists. Both options are highly

- Works as both a reminder tool and a checklist

3.) Planning/Prioritization

customizable. Images and notes can be

- Customizable

4.) Task Initiation

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.

- Limited to iPhone users but you can sync your lists and reminders to android and other phones

## GRAMMARLY

1.) Metacognition

Grammarly is a writing assistant. Main

- Free

2.) Working Memory

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.

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