

Tools for Time Management

Great Apps



[MindMeister \(mind mapping\) – MeisterLabs](#)

Since my husband has a difficult time setting a sequence of what is necessary to accomplish his tasks and goals, he started using MindMeister to help him picture what needs to be done first with mind maps. Quickly, I realized how beneficial this app would be for giving a blogger focus.

As someone who believes mind maps can help you focus and motivate you towards your blogging goals, MindMeister is a MUST.



[30/30 – Binary Hammer](#)

This app could help anyone with time management... even me. 30/30 gives you the ability to set your tasks and the amount of time you want to spend and synchronize it with a timer. Only have an hour and want to divide it between research and social media? You can! You can plan your entire day or just divide your one hour task into pieces so you do not lose track of time.

Fabulous Extensions



[Boomerang for Gmail](#)

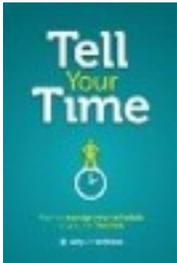
Boomerang is a quick fix for ignoring email. Did I just admit that? You can use it to: “1. Write messages now and schedule them to deliver at any time; 2. Schedule messages to return to your inbox at a later time; and/or 3. Remind yourself to follow up on messages that don’t get a response within a certain time.”



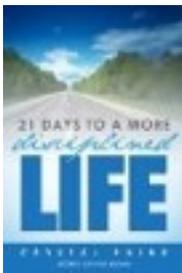
Strict Workflow

Need to gather some focus and avoid social media? “1. Click to start a 25-minute work timer, and work without distraction. 2. Click to start a 5-minute break timer, and kick back and relax. 3. Repeat until all your work is done.”

Must-Have Ebooks



Tell Your Time: How to Manage Your Schedule So You Can Live Free by Amy Lynn Andrews is a short, to-the-point ebook about managing your time effectively by setting goals and scheduling your time.



21 Days To A More Disciplined Life by Crystal Paine is an extremely practical ebook that will help you overcome any area of your life where you lack discipline. Have more than one area where you struggle? Read it over, and over again!



Virtual Freedom by Chris Ducker will guide you through choosing what tasks you can outsource and how to find/train the help you need at prices you can afford.