Below, in no particular order, is software that can help organize your research projects and faculty tasks. This software list is not exhaustive. Please download from the manufacturer for a free trial version (not the App Store). If you use smartphone/pad, get one that will sync between devices. Try these out for a few days – then pick one that is easy for you to use & use it consistently!

Some are very simple – no more than a laundry list. Others allow complete project management where you can task individuals in a large group with numerous trackable responsibilities.

Below, you will see that I mention David Allen’s, “Getting Things Done” (GTD®): a popular how-to work-life management system. Many manufacturers advertise being able to interface/follow that system.

i. **iProcrastinate** – free iOS iPhone, Mac OSX 10.7 - 10.9, Windows, Android.
   a) ADVANTAGE: Syncs iphone & Mac using iCloud, Dropbox, or Wifi.
   b) DISADVANTAGES: No longer supported & misses features.

ii. **Reminders** (Apple)—free on Mac OS and iOS iPhone – To set it up with the GTD® system, go to [http://simplicitybliss.com/blog/simple-gtd-with-apples-reminders-app](http://simplicitybliss.com/blog/simple-gtd-with-apples-reminders-app)
   a) ADVANTAGES: Nice and interfaces well with the iCal.
   b) DISADVANTAGES: Not fancy. Perhaps too simple.

iii. **Organize Pro 3** $50 one time Mac OS 10.9^ and $5 for iOS 7^.
    a) ADVANTAGE: Wirelessly sync your iphone to your Mac...optional cloud.
    b) DISADVANTAGE: support limited if you need help. It crashed when I tested on OS 10.9.

iv. **Wunderlist** -free to $50 per year. Mac OS 10.9+, iOS 7^, iwatch support. Online, Blackberry, Android, Windows
    a) ADVANTAGES: Good support & features. Syncs multiple devices. Simple like iProcrastinate.
    b) DISADVANTAGES: must use proprietary “Wunderlist Cloud”.

v. **Things** - $50 one time. Only on iOS 7^ and Mac OS X 10.7^.
   a) ADVANTAGE: Nice interface! Simple like iProcrastinate.
   b) DISADVANTAGE: only syncs via proprietary “Things Cloud”.

vi. **OmniFocus** – $50 one time for each device. Only Mac OSX and iOS. Goes with Omniplan (extra $) project planning on teams with people-specific tasks.
   a) ADVANTAGES: Eduational discount if bought thru manufacturer. Forecast calendar, flag importance, projects (for organizing tasks), and inbox. Powerful.
   b) DISADVANTAGES: takes too long to set up and organize smaller tasks. Expensive separate iphone app. “Reminders” is simpler. Some say it has “bloated” features, is sluggish on some computers, and takes too long to sync.
MANAGEMENT OF PROJECTS AND TO-DOs

vii. 2DO $50 one time – Mac OS 10.10+, $7 iOS 8+, & Windows - liked by former Things & OmniFocus users
   a) ADVANTAGES: syncs w/ iCloud or Dropbox. Great support & good App Store reviews.
   b) DISADVANTAGES:

viii. OneNote (Microsoft) – free or variable cost Windows, Mac OS 10+, and iOS
   a) ADVANTAGE: highly rated and widely used; interfaces between OS platforms. Known as “Microsoft’s answer to Evernote”. A good repository. Interfaces well with Microsoft.
   b) DISADVANTAGE: MS’s proprietary OneDrive stores your data.

   a) ADVANTAGE: Well developed. Many platforms. Easy sync iphone & Mac. Collects notes, images, docs, & PDF all in one place. One-stop-shop for all of your writing.
   b) DISADVANTAGE: Some bad recent reviews on Apple’s AppStore. Doesn’t have collaborative task management abilities. Higher cost for more cloud space.

x. Priority Matrix – $99/year (or $10/month). Mac, Windows, iPhone, Windows RT, iPad
   a) ADVANTAGES: display activities by using different priority themes (critical versus immediate; importance versus urgency; Now/Later/Delegate/Postpone; Time versus Energy; Ideas/Todo/Everything/Read; Strength/Weakness/Opportunity/Threat; Porters; and Retroactive). Teammate collaboration. Drag-and-drop interaction with all documents on your computer, including email. Shares data with Evernote.
   b) DISADVANTAGE: Expense.

   a) ADVANTAGE: All of your email is located. Plugins are available that set up the GTD® system for you (e.g., for Windows, go to https://www.gtdoa.com/).
   d) DISADVANTAGE: requires some set-up. Doesn’t store non-email documents.

xii. Pagico $50 one time for Mac OS 10.7+ & $5 for extra seats, $15 for iOS, & $10 for Andriod. Project management software.
   a) ADVANTAGES: iphone & mac sync via Dropbox, iCloud, or their server (with one-time $10 fee for extra disk space). Interfaces w/ Google Calendar, Evernote, iCal, and more. Documents can be permanently stored and cataloged – similar to OneNote & Evernote. “Better than Omnifocus but not as complex as Omniplanner or MS Project”.
   b) DISADVANTAGES: no import/export other project management formats. Once you start, you won’t be able to easily switch to something else.

erg. Ready-Set-Do! $30 one time - Mac OSX only.
   c) ADVANTAGE: Uses Apple scripts to automate organization of your folders and activities into a heirarchical system following “Getting Things Done”. Interfaces with Ical to set up actions by time/date.
   d) DISADVANTAGES: Is on laptop/desktop only (not phone). Drag-drop email into folders to create action items. Has a separate calendar system, organized as folders, for due dates which may be hard to get used to.

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