

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.	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	

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>	<p>Free for iPhone users</p> <p>Works as both a reminder tool and a checklist</p> <p>Customizable</p> <p>Limited to iPhone users but you can sync your lists and reminders to android and other phones</p>
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>	<p>Free</p> <p>A</p>

