

## Ontario College Management Academy

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During the workshop "Managing your productivity: Is there an APP for that?", participants identified and recommended a variety of e-tools which they are using to help manage various aspects of their productivity. Here is the list of tools they identified, many of which are available for both MS and Mac, and many are free.

1. **OneNote** - capture thoughts, ideas and sync to all your devices, [www.onenote.com](http://www.onenote.com)
2. **Go to Meeting** - online meetings, [www.gotomeeting.com](http://www.gotomeeting.com)
3. **MS Lync** - videoconferencing, meetings
4. **Join.me** for online meetings
5. **Doodle Poll** [www.doodle.com](http://www.doodle.com) - easy scheduling
6. **Outlook**- various features, filtering
7. **Weave APP** - available on itunes
8. mind mapping apps such as **Mapper, I thoughts**
9. **Seize the Day** - free APP available on itunes, to do list
10. **wunderlist** - free online to do list [www.wunderlist.com](http://www.wunderlist.com), itunes
11. **Zero** - an APP which provides to dos and reminders
12. **Skype** - free video calls, [www.skype.com](http://www.skype.com)
13. **Grindstone** - Windows free time tracking tool, track time on projects