

20 Time Management Tools to Help You Succeed in 2020

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Constantly finding yourself in a race against the clock?

Whether you're a solopreneur or small business owner, you've got a million tasks to juggle in your everyday life.

And let's face it. It often feels like there are *never* enough hours in the day.

Forget to follow up with a client? Can't stay focused? Lose track of where all your time went?

Fortunately, there are tools out there that can help make your life easier by making the best use of your time.

Here are 20 of our favorite time management tools for you to use in 2020.

1. Toggl - Discover where your time is going

Track your daily activities and how long each takes you to complete with Toggl.

Knowing where you're spending your time gives you a better understanding of your productivity and where to readjust if necessary.

Its features include one-click timers, tracking reminders, manual time entries calendar integration and data visualization.

Find Focus uses Toggl to keep track of the absolute necessities.

We've found it is incredibly useful for tracking the number of clients we have and how much time we spend with each one. (This helps us determine our hourly rate.) The app makes it easy to record business development information like sales, meetings and networking events. We also use it for administrative activities such as invoices, finances and calendar entries.

Price: Basic plan is free. Paid plans start at \$7.20/month; Available on: iOS, Android, desktop

2. Trello - Organize all of your projects

Take your to-do lists to the next level. Easily keep track of your ideas and tasks with cards and boards. You can create boards for yourself or invite your team members to use it collaboratively.

Trello transformed our workplace productivity. It gives us a place to capture our ideas, prioritize our assignments/projects and consolidate information. Each list is categorized by its stage of completion and priority level, ensuring we get to major tasks first. To keep the boards from feeling cluttered, we keep 5-7 cards max under each list.

Price: Free; Available on: iOS, Android, web.

3. Pipedrive - Manage your sales and customer relationships

Tired of using complicated Customer Relationship CRMs? Pipedrive is everything you need without extra fluff and distractions. It has an extremely simple user interface.

Pipedrive is a favorite CRM because it is not only cost-effective compared to others out there, but it is *perfect* for customer relationships.

There's a notes section that you can use to keep important details during discovery calls or special information about clients so you can refer to important details (birthdays/vacations/etc.) in meetings and so you don't forget to send a card or gift.

Price: Starts at \$12.50/month; Available on: iOS, Android, web.

4. Done - Make and break habits

They say it takes 21 days to form a habit. Done helps you form good habits and break bad ones "one color at a time".

Want to make a certain amount of calls each day? Slap a color label on that goal and keep track of your progress.

Done motivates you to keep up the good work with streaks, journal entries and total customization.

Price: Basic plan is free. Paid plan is \$5.99/month; Available on: iOS

5. Microsoft To-Do - Actually cross tasks off your to-do list

If you're looking for a Wunderlist replacement (RIP), Microsoft-To Do is a great replacement.

Make the most out of your lists with shared-list task assignments, list groups and file attachments. You can also plan your everyday tasks with the 'My Day' feature.

Didn't get around to sending a 'thank you' message to event attendees? To-Do will remind you the next day so you can get right to it.

Don't have a set deadline? Your important tasks will show up in one list.

Easily access your lists from anywhere if you download the mobile app.

Price: Free; Available on: iOS, Android, web.

6. Blinkist - Learn more in less time

If you were a professional crammer in high school, you might have checked CliffNotes to get a quick breakdown of the story. Nowadays, you can get the most essential information out of thousands of nonfiction books with Blinkist.

The best part? It takes only 15 minutes to read through the summaries.

We recommend reading:

- The 5 AM Club by Robin Sharma
- Atomic Habits by James Clear
- The 7 Habits of Highly Effective People by Stephen Covey
- Think and Grow Rich by Napoleon Hill
- The Magic of Thinking Big by David J. Schwartz

Price: Basic plan is free. Paid plan is \$15.99/month; Available on: iOS, Android, tablet, desktop, Kindle.

7. Boomerang for Gmail - Never miss another email

Make your email space more productive. With Boomerang, you can write an email at 3 a.m. and schedule to send out it at 9 a.m.

Have messages that don't need an immediate response? Snooze them to return to them later.

You can also set up email reminders to send or respond to follow up messages.

Price: Basic plan is free. Paid plans start at \$4.99/month; Available on: iOS, Android, web.

8. Rev - Get accurate transcriptions ASAP

The days of janky transcriptions are over. Rev's 99% accuracy and quick turnaround time separates it from the rest.

Want to know exactly what speakers at an event said? Spare your wrists from carpal tunnel and record it instead.

We use Rev for several reasons at Find Focus.

It is our go-to for interview transcriptions. Seeing what was said allows us to use that information to repurpose content i.e. blog posts.

If we have a thought but are unable to type or write it down at the moment, we can speak it. We'll save ourselves time and get an immediate transcription.

Price: \$1/minute; Available on: iOS, Android, web.

9. Forest - Stay focused

Is your phone distracting you from your work? Increase your productivity by setting your phone aside during your busiest hours.

When you set the timer on Forest, you will watch an animated seed be planted and a tree will either grow or die depending on if you use your phone during the allotted time.

Bonus: Staying focused helps you earn credits you can use to **plant real trees** around the world!

Price: \$1.99; Available on: iOS, Android.

10. Brain.fm - Listen your way to productivity

The right kind of music can boost your work performance. Brain.fm lets you listen to music that does just that in 15 minutes.

The app offers functional music of various genres: atmospheric, beach, classical, grooves, etc.

All you have to do to increase your focus is select what kind of work you're doing (i.e. creative) and let the music take over.

Price: \$6.99/month; Available on: iOS, Android.

11. Slack - Stay connected with your team

Tired of sending emails back and forth between your team? Slack lets you instant message them off your phone or desktop. That way, you don't need to worry about whether you CC'd a certain somebody.

You can also connect other apps to Slack to get everything you need for work all in one place.

Price: Basic plan is free. Paid plans start at \$8/month; Available on: iOS, Android, web, desktop.

12. Clara Labs - Schedule interviews in a jiffy

The interviewing process is taxing enough as an employer. So, why not get some help when it comes to schedule coordination?

Clara is an AI that does just that.

Simply CC Clara once a candidate reaches out, and you'll soon have an introduction scheduled. From there, Clara determines what time works best for you and the candidate based on both availabilities.

It will also follow up when communication lags and reschedule another appointment ASAP if there is a schedule conflict.

Price: \$99/month; Available on: web.

13. IFTTT - Get the most out of your apps

If This Then That (IFTTT) makes it easier to use your apps to the fullest. IFTTT lets you connect your apps through Applets. These Applets automate a particular action from one app to trigger a reaction in another.

Examples:

- Sync new files to Google Drive and post them in Slack
- Use Siri to add a reminder that will post a new card on Trello
- Create a note by telling it to Google Assistant

- Save receipts to Evernote
- Send screenshots to OneNote

IFTTT removes the hassle out of manually automating apps and is ultimately a time saver.

Price: Basic plan is free. Paid plans start at \$5/month; Available on: iOS, Android, .

14. Evernote - Take smarter notes

Some may consider Evernote to have faded out, but they're still updating their app to be better than ever in 2019 and have over 225 million current users.

The app offers an abundance of features, but it is best known for its note-taking.

Notes don't have to be just typed or written. With Evernote, you can also upload links, PDFs, photos and audio for the ultimate note taking experience.

Never miss a detail during a meeting when you can snap pictures, record audio and jot notes using one app.

Price: Basic plan is free. Paid plans start at \$7.99/month; Available on: iOS, Android, desktop.

15. Pocket - Save content for later

No more missing out on media you saw but didn't have the time to read or watch. Pocket allows you to save content to return to later offline.

Only interested in a certain part of the story? Highlight it.

Don't want to read? Pocket will read it to you.

Want to find an interesting story? You'll find one on the app's explore page.

Store the internet's most useful information right in your pocket.

Price: Basic plan is free. Paid plan is \$4.99/month; Available on: iOS, Android, web.

16. Hootsuite - Manage your social media all in one place

It can be overwhelming reviewing and updating your social channels. Luckily, Hootsuite helps you do just that effortlessly.

A few of its features allow you to: view data on each channel, schedule posts in advance and have multiple users manage the platform.

Now, you don't need to constantly switch between your social media tabs.

Price: Basic plan is free. Paid plans start at \$29/month; Available on: iOS, Android, web.

17. Freedom - Block out distracting sites and apps

Put an end to your procrastination with Freedom.

Tempted to check your Facebook or Instagram at work? Freedom lets you block sites and apps, so you can be the most efficient.

You can schedule blocks ahead of time if you need to focus during certain hours. (And lock the session if you're struggling to concentrate!)

Your willpower will thank you later.

Price: Paid plans start at \$2.42/month; Available on: iOS, Android, desktop.

18. Triplt - Eliminate travelling hassles

Business travelling can be grueling. Forget something and the trip is ruined.

Triplt has got you covered whether everything's running smoothly or when there's a dreaded delay or cancellation.

The app lets you easily organize your travelling plans with itineraries, email alerts, calendar syncs and travel document storage.

Triplt prioritizes making your travelling experience as stress-free as possible.

Price: Basic plan is free. Paid plan is \$49/year; Available on: iOS, Android, web, Kindle.

19. Audible - Learn on the go

Too many business and management books to read? Take advantage of the commute or travel time by listening to a book. Audible offers over 200,000 books to choose from that you can listen to any time, anywhere.

Price: \$14.95/month; Available on: iOS, Android, Sonos, Kindle, Alexa-enabled devices.

20. Calendly - Schedule meetings more efficiently

Stop the back and forth of scheduling emails. With Calendly, clients won't have to ask what your schedule looks like -- they can see it for themselves!

Need to host bigger meetings? No problem. You can easily host and schedule round robin, collective and group meetings.

If you have all kinds of events coming up, Calendly helps keep track of them with syncs across your professional calendars. You'll never have to double-check your availability again.

Price: Basic plan is free. Paid plans start at \$8/month; Available on: iOS, desktop.