

## How to Use Tech to Stay Organized

Technology can be a helpful way to stay organized. There are many apps and tools available that can help you manage your time, track your progress, and stay on top of your assignments.

Here are some of the best strategies we've found:

- **Use a calendar app.** A calendar app can help you keep track of your class schedules, exam dates, and due dates for assignments. You can also use a calendar app to set reminders for yourself so that you don't forget about important events.
- **Use a task management app.** A task management app can help you break down large tasks into smaller, more manageable tasks. You can also use a task management app to set deadlines for yourself and track your progress.
- **Use a note-taking app.** A note-taking app can help you keep track of your class notes, lecture recordings, and other important information.
- **Use a file sharing app.** A file sharing app can help you share files with classmates, professors, or other people. This can be helpful for collaborating on group projects or sharing research papers.
- **Use a productivity app.** A productivity app can help you stay focused and avoid procrastination. These apps often include features like time tracking, goal setting, and distraction blocking.

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**Want to learn more?** Check out the [Toolkit Series](#) self-guided workshop on [Time Management](#) and [register for the live session](#) on [Time Management and Prioritization](#).