Productivity resources

# Time & project management: keeping track of time, tasks, and ideas

Calendar whether [paper](http://www.passionplanner.com/) or [digital](https://www.sunrise.am/), [plan your day](http://lifehacker.com/plan-out-your-day-productively-with-the-time-blocking-1666983314)

[Toggl](https://toggl.com/) track the time you spend on different parts of your work

[Pomodoro](http://www.flatpomodoro.com/) [technique](http://pomodorotechnique.com/) for working in timed blocks

[RescueTime](https://www.rescuetime.com/) tracks time spent on applications on your computer, creepy but fun

[Workflowy](https://workflowy.com/) super simple, list-based task and project manager

[BulletJournal](http://bulletjournal.com/) notebook-based calendar and task manager ([mesmerizing video](https://youtu.be/fm15cmYU0IM)!)

[Trello](https://trello.com/) “Kanban” style web-based project manager to stay on top of complexity

# Information collection: you’ve got to make your information searchable!

[Evernote](https://evernote.com/?var=1) best if you like a tag-structure, (build a contacts database)

[Onenote](https://www.onenote.com/) best if you like a hierarchical structure

[DevonThink](http://www.devontechnologies.com/products/devonthink/overview.html) Mac only, can collect all your stuff and has some AI features!

[Zotero](https://www.zotero.org/download/) make a database of references and notes

[Zotfile](http://zotfile.com/) advanced PDF manager for Zotero (sync to tablet, rename, store)

[Zutilo](https://addons.mozilla.org/en-US/firefox/addon/zutilo-utility-for-zotero/) do extra nerdy metal-level stuff with your Zotero database

# Writing: getting it all on the page

[Scrivener](https://www.literatureandlatte.com/scrivener.php) really powerful writing tool for complex projects, tons of functionality

[LaTeX](https://www.latex-project.org/) powerful word processor for making super fancy looking documents

# Workflow & methodology resources: how others get stuff done

[GTD](https://en.wikipedia.org/wiki/Getting_Things_Done) famous productivity methodology, the basics of which are pretty useful

[Hacking your thesis](https://u.osu.edu/hackingthethesis/) dude writes an MA, dude writes a blog about how he wrote it

[Trello + writing](http://www.elizabethcovart.com/how-to-use-trello-and-due-dates-to-write-your-book/) Historian lady uses Trello to keep track of her book writing

# Accountability and building habits

[Jerry Seinfeld’s productivity secret](http://lifehacker.com/281626/jerry-seinfelds-productivity-secret)

[Fix your procrastination problem with Jerry Seinfeld’s productivity secret](http://lifehacker.com/5886128/how-seinfelds-productivity-secret-fixed-my-procrastination-problem)

[Writing your XYZ in fifteen minutes a day (hint: build a writing habit)](http://www.amazon.com/Writing-Your-Dissertation-Fifteen-Minutes/dp/080504891X)

[Kill the internet](https://chrome.google.com/webstore/detail/stayfocusd/laankejkbhbdhmipfmgcngdelahlfoji?hl=en)

# Level up your usability

[BACK UP YOUR DATA!](http://lifehacker.com/theres-no-excuse-for-not-backing-up-your-computer-do-1547987206)

[Learn keyboard shortcuts for the programs you use the most](http://lifehacker.com/5970089/back-to-the-basics-learn-to-use-keyboard-shortcuts-like-a-ninja)

[Build a useful folder structure on your computer](http://www.howtogeek.com/howto/15677/zen-and-the-art-of-file-and-folder-organization/)

[Pick a file naming convention and stick to it (include the date and a descriptive title)](http://lifehacker.com/210104/ask-the-readers-filing-naming-conventions)

Editorial [Against tags](http://lifehacker.com/get-a-better-creative-workflow-in-evernote-by-ditching-1751121806)