



## Google Tasks

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English (and a lot of other languages)
<b>Previous knowledge/Degree of complexity</b>	Easy use.
<b>Link:</b>	<a href="https://play.google.com/store/apps/details?id=com.google.android.apps.tasks">https://play.google.com/store/apps/details?id=com.google.android.apps.tasks</a> <a href="https://apps.apple.com/de/app/google-tasks/id1353634006">https://apps.apple.com/de/app/google-tasks/id1353634006</a>
<b>Provider:</b>	Google
<b>Brief Description:</b>	Tasks can be managed, collected and worked on anytime and anywhere. To-do lists are synchronised on all connected devices. Google mail and google calendar can also be synchronised with Google Tasks.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	Can be used as a web browser or as an app, e.g. on smartphones. It is integrated in the Google calendar and other google products.
<b>Instructions/Tutorials</b>	<a href="https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DiOS&amp;hl=en&amp;oco=1">https://support.google.com/tasks/answer/7675772?co=GENIE.Platform%3DiOS&amp;hl=en&amp;oco=1</a> , <a href="https://www.youtube.com/watch?v=dkGalVfNYRw">https://www.youtube.com/watch?v=dkGalVfNYRw</a>



## Microsoft To Do

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English (and various other languages)
<b>Previous knowledge/Degree of complexity</b>	Easy to use, no previous knowledge needed.
<b>Link:</b>	<a href="https://www.microsoft.com/ro-ro/microsoft-365/microsoft-to-do-list-app?rtc=1">https://www.microsoft.com/ro-ro/microsoft-365/microsoft-to-do-list-app?rtc=1</a>
<b>Provider:</b>	Microsoft
<b>Brief Description:</b>	Microsoft To Do is a cloud-based task management application (as a smart daily planner), that allows the creation of to do lists which can synchronise on several devices.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	It is a cloud-based application that can be used on a computer, phone or tablet and the web. It is available for free.
<b>Instructions/Tutorials</b>	<a href="https://youtu.be/EkPJLge7Dw">https://youtu.be/EkPJLge7Dw</a>



# Mindmeister

<b>Information about the tool</b>	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input checked="" type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project management <input checked="" type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input checked="" type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input checked="" type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input checked="" type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
<b>Language:</b>	English
<b>Previous knowledge/Degree of complexity:</b>	MindMeister© is available for beginners and for mind mapping professionals. With the help of the free courses and tutorials of the MindMeister© Academy, no more stumbling blocks on the way of successful mind mapping.
<b>Link:</b>	<a href="https://www.mindmeister.com/de">https://www.mindmeister.com/de</a>
<b>Provider:</b>	MeisterLabs GmbH
<b>Brief description:</b>	The online tool can be used for mind mapping, project planning, meeting management, brainstorming or monitoring learning content.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...):</b>	<ul style="list-style-type: none"> <li>- Online version and free apps for iPhone, iPad and Android</li> <li>- 3 maps are free of charge</li> <li>- Compatible with Google Workspace and MS Teams</li> </ul>
<b>Instructions/Tutorials:</b>	Tutorial: <a href="https://www.youtube.com/playlist?list=PL7IGVRbeQIXIyhb2swLnB_gpmMYup0qXS">https://www.youtube.com/playlist?list=PL7IGVRbeQIXIyhb2swLnB_gpmMYup0qXS</a>

# Rescue Time



<b>Information about the tool</b>	
<b>Target group:</b>	<input checked="" type="checkbox"/> Orga/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input checked="" type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input checked="" type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English
<b>Previous knowledge/Degree of complexity</b>	basic
<b>Link:</b>	<a href="https://www.rescuetime.com/">https://www.rescuetime.com/</a>
<b>Provider:</b>	RescueTime
<b>Brief Description:</b>	RescueTime is an app you install on your computer and mobile devices that automatically pays attention to the apps you use, which files you open, and what websites you visit. It logs how much time you spend in each of them.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	Requires macOS Sierra 10.12 or newer, Windows 10 or 11 (or 7 or 8 with extended security updates), Android, iOS. Free trial, premium plans start at \$6.50 a month.
<b>Instructions/ Tutorials:</b>	<a href="https://newrescuetime.helpscoutdocs.com/">https://newrescuetime.helpscoutdocs.com/</a>

# Serene



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
<b>Language:</b>	English
<b>Previous knowledge/Degree of complexity</b>	basic
<b>Link:</b>	<a href="https://sereneapp.com/">https://sereneapp.com/</a>
<b>Provider:</b>	Venture Harbour Ltd.
<b>Brief Description:</b>	Serene is designed to help remote workers focus by blocking digital distractions and increase focus through an optimal work structure. Its feature include website blocker, app blocker, to-do list, day planner, focus music, phone silencer.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	MacOS, 4 USD per user per month, all features
<b>Instructions/Tutorials:</b>	<a href="https://sereneapp.com/category/tutorials/">https://sereneapp.com/category/tutorials/</a>

# Todoist



Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input checked="" type="checkbox"/> Others
<b>Language:</b>	English (and 18 other languages)
<b>Previous knowledge/Degree of complexity</b>	Easy use.
<b>Link:</b>	<a href="https://todoist.com/">https://todoist.com/</a>
<b>Provider:</b>	Doist Inc
<b>Brief Description:</b>	<p>Todoist can be used to create and manage tasks for projects. The created tasks can then be filtered by dates, urgency or labels. Date and time can be set as due and recurring.</p>
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	<p>Todoist can be used as a web browser or as an app on the smartphone or tablet.</p> <p>Can be connected to your email-account, your calendar and your files.</p> <p>Pricing ranges from a free version to a version for 6 Euro per month per user.</p>
<b>Instructions/ Tutorials</b>	<a href="https://www.youtube.com/watch?v=aNnNS1dxDHk">https://www.youtube.com/watch?v=aNnNS1dxDHk</a>

# Toggl



<b>Information about the tool</b>	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input checked="" type="checkbox"/> Volunteers
<b>Category:</b>	<input checked="" type="checkbox"/> Online Tool <input type="checkbox"/> Learning platforms <input type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input checked="" type="checkbox"/> Project Management <input type="checkbox"/> Communication Management <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Collaboration/Team Work <input type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel Management <input type="checkbox"/> E-Learning/Knowledge Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Presentations/Learning Material Development <input type="checkbox"/> Others
<b>Language:</b>	English
<b>Previous knowledge/Degree of complexity</b>	Very easy use. No previous knowledge required.
<b>Link:</b>	<a href="https://toggl.com/">https://toggl.com/</a>
<b>Provider:</b>	Toggl
<b>Brief Description:</b>	Toggl Track is a time tracking software by Toggl, based in Tallinn, Estonia, which provides online time tracking and reporting services, as well as mobile and desktop applications through its website. Toggl Track tracks blocks of time, optionally identified with a task, project and tags.
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...)</b>	<p>Toggl can be used as a desktop version, in the browser or as an app on the smartphone or tablet.</p> <p>There are different pricing ranges available ranging from a free of charge version to a version for 18 dollars per month.</p> <p>Toggl can be synced with other tools. e.g. Jira.</p>
<b>Instructions/ Tutorials</b>	<a href="https://www.youtube.com/watch?v=em_39EIBT-4">https://www.youtube.com/watch?v=em_39EIBT-4</a> <a href="https://www.youtube.com/watch?v=e_SKyiGgilg">https://www.youtube.com/watch?v=e_SKyiGgilg</a> <a href="https://www.youtube.com/watch?v=VzeEkWMn5cU">https://www.youtube.com/watch?v=VzeEkWMn5cU</a>



# Google Chrome Bookmark bar

Information about the tool	
<b>Target group:</b>	<input checked="" type="checkbox"/> Administration/Management <input checked="" type="checkbox"/> Coordinators <input type="checkbox"/> Volunteers
<b>Category:</b>	<input type="checkbox"/> Online tool <input type="checkbox"/> Learning platforms <input checked="" type="checkbox"/> Software/ Desktop application <input type="checkbox"/> (Social) Network <input checked="" type="checkbox"/> App <input type="checkbox"/> Others
<b>Work area:</b>	<input type="checkbox"/> Project management <input type="checkbox"/> Communication management <input type="checkbox"/> Video conferencing <input type="checkbox"/> Collaboration/Team work <input checked="" type="checkbox"/> Self-Management <input type="checkbox"/> Marketing <input type="checkbox"/> Personnel management <input type="checkbox"/> E-Learning/Knowledge management <input type="checkbox"/> Financial management <input type="checkbox"/> Presentations/Learning material development <input type="checkbox"/> Others
<b>Language:</b>	173 languages
<b>Previous knowledge/Degree of complexity:</b>	Saving bookmarks in Google Chrome is simple and so is managing them.
<b>Link:</b>	<a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a>
<b>Provider:</b>	Google LLC
<b>Brief description:</b>	<p>Google Chrome can be used, among other things, to call up web pages and load PDFs and HTML5-based content.</p> <p>The fastest web browser has a bookmark manager and an optionally usable bookmark bar. Interesting and frequently visited websites can be saved with this. Bookmarks can be opened by clicking on them in the bookmark bar</p>
<b>Access and usage Information (Costs, requirements cloud based, mobile usability, ...):</b>	<p>Registration is required to use the bookmarks bar. (Google Account) Google Chrome as a desktop application is available for Windows, Linux and Mac. In addition to a version for Android devices, there is a slightly adapted app for iPhone and iPad.</p> <p>If synchronisation with Chrome is activated, bookmarks, passwords and other data can be accessed on all your devices. The bookmarks bar must be activated for this. (three-point menu)</p>
<b>Instrutions/ Tutorials:</b>	<a href="https://support.google.com/chrome/answer/188842?hl=en&amp;co=GENIE.Platform%3DDesktop">https://support.google.com/chrome/answer/188842?hl=en&amp;co=GENIE.Platform%3DDesktop</a> <a href="https://www.youtube.com/watch?v=dVuJMJIOPXY">https://www.youtube.com/watch?v=dVuJMJIOPXY</a>