Great. Organization **a p p s** for You & Your Students

It's the beginning of 2013, and across the country a familiar promise is on our minds: This is the year I get it together. This particular resolution doesn't always appear on our lists, but it underlies the very act of list-making. Each New Year, many of us feel it's time to get organized, to get our lives—or at least our classrooms—straightened out.

If you've ever decided to get organized, but found yourself frustrated weeks later, we've found the apps that can help you finally meet that goal. Even if you're one of those lucky few with a head for due dates and deadlines, we've got some tools that can support your students in bringing their organizational skills up to par… and all these apps can be had for five dollars or less.

Swipe Up to
See Apps

Apps to Keep You Organized
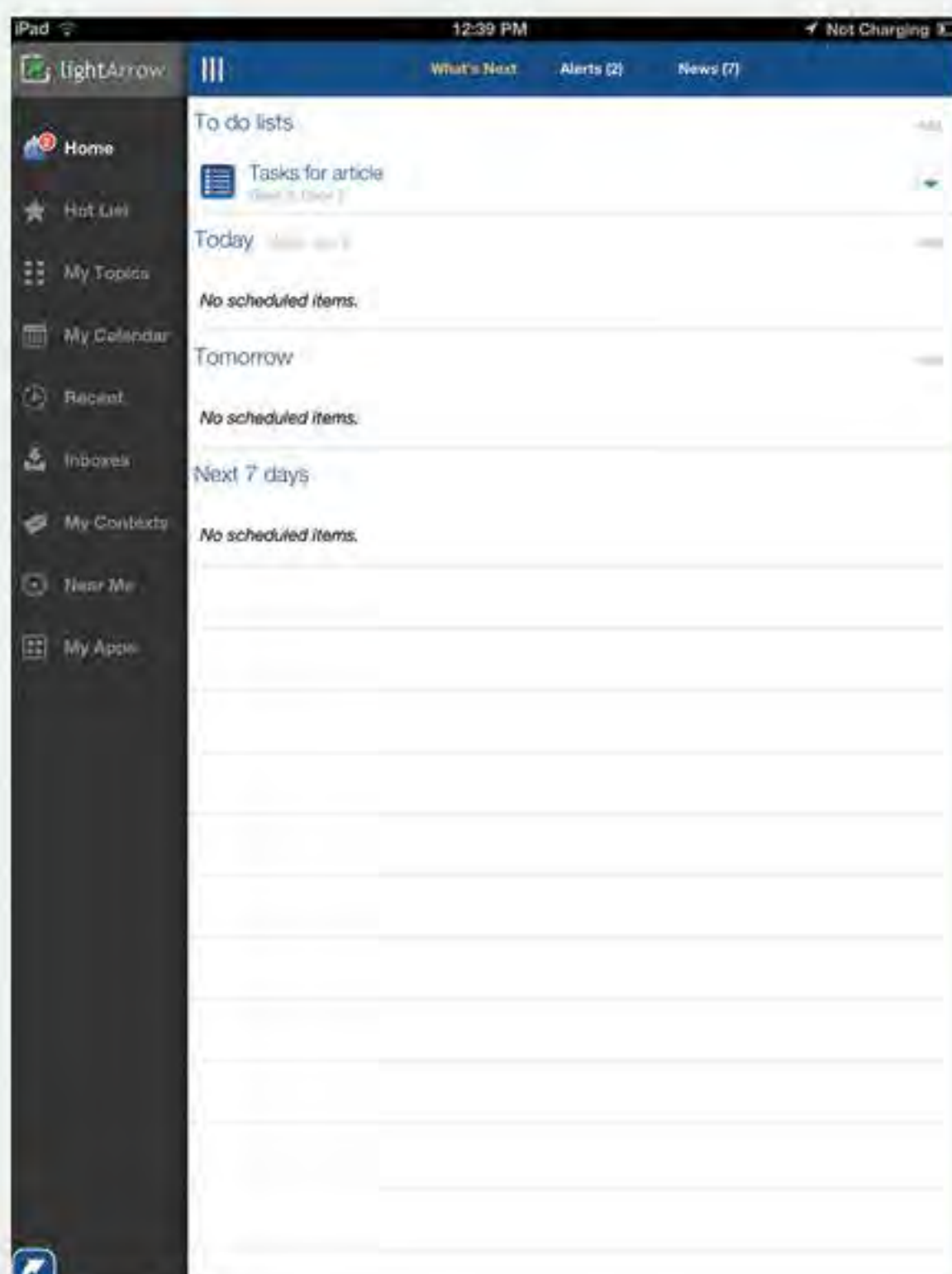
LifeTopix ($0.99; iOS)

If you only want to buy a single app to track your to-dos, keep your appointments, and manage your notes, LifeTopix is the one you're looking for.
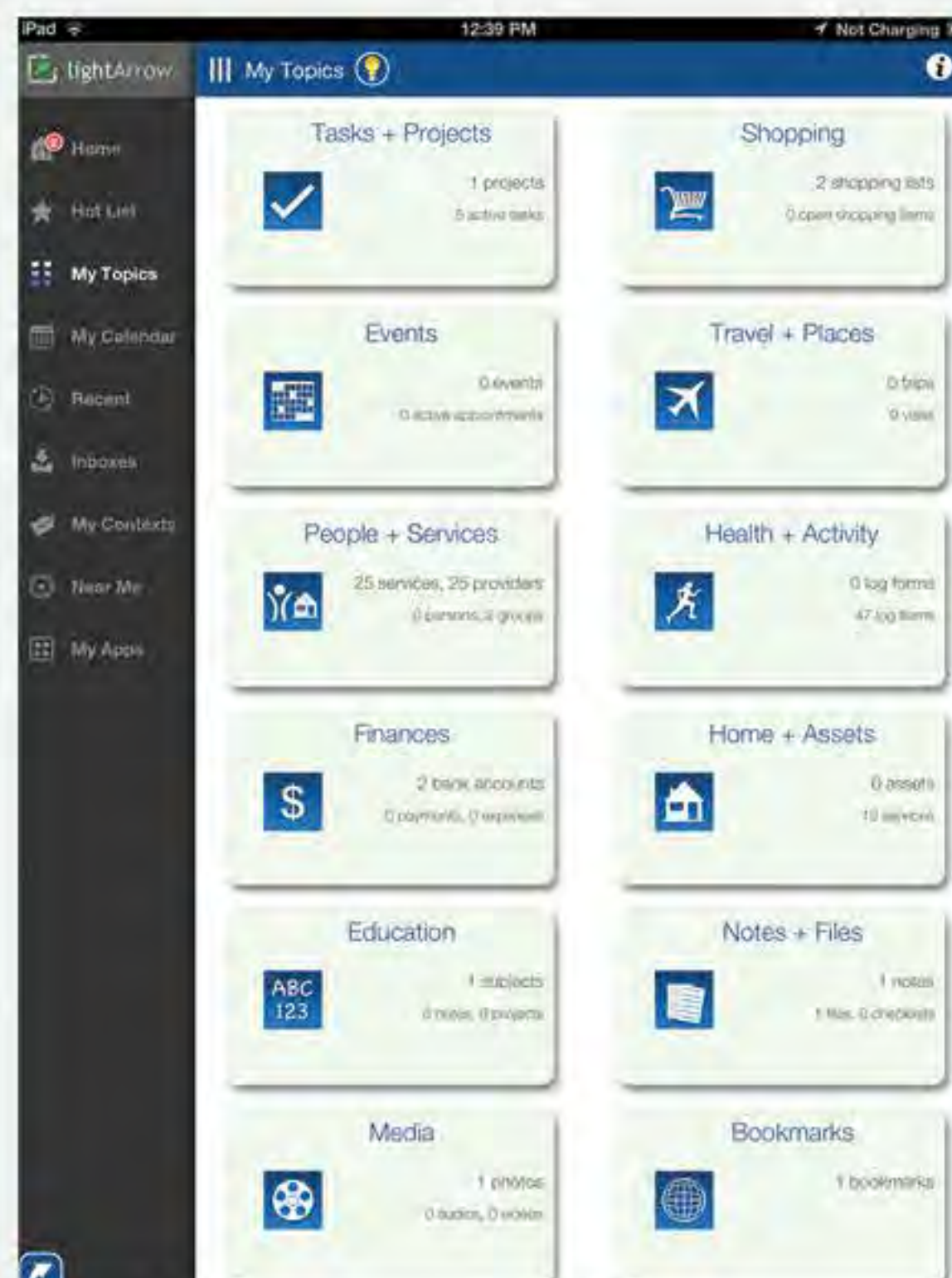
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The great strength of the app is its ability to connect different kinds of data together. You can create projects that link a to-do list with pictures and documents, and then add tasks to your calendar to remind you to do your to-dos. You can keep track of a shopping list, a travel itinerary, or your personal finances, all in the same place. There's even an entire "Topic" for Education, where you can break out projects and tasks by subject.
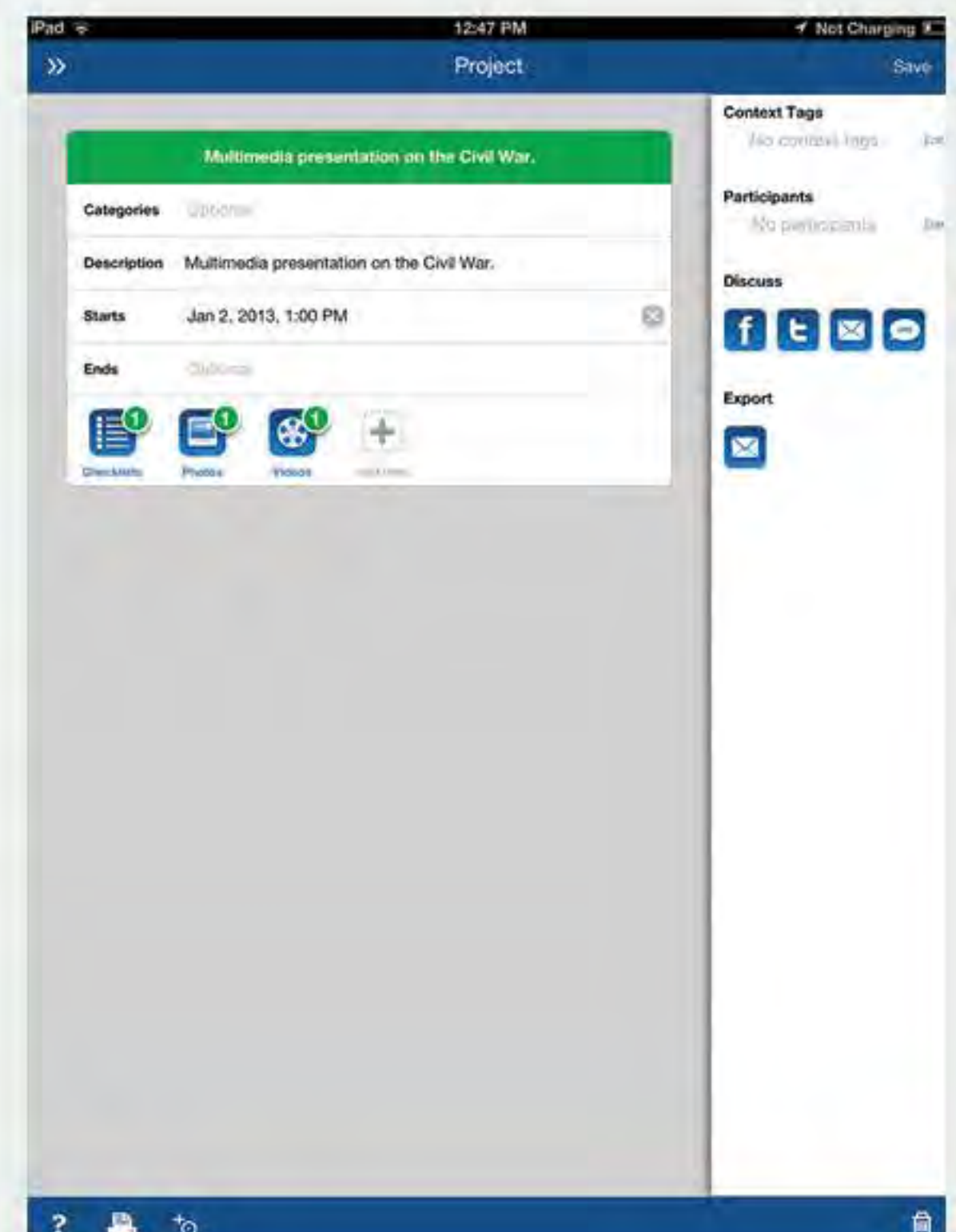
There are a few things LifeTopix doesn't do—but chances are it will talk to an app that does. LifeTopix integrates with Dropbox, Facebook, Pinterest and more, so you can back up your data, or share it with the world. If there's a drawback to this app, it's that it's almost too feature-rich. It does so much that you may never feel like you're using it to its full potential. As far as problems go, that's not a bad one to have.

Your home screen reminds you of any scheduled items for the next week.

The My Topics section shows you the kinds of tasks you can work on.

Create projects and add checklists, media, and other items to them.

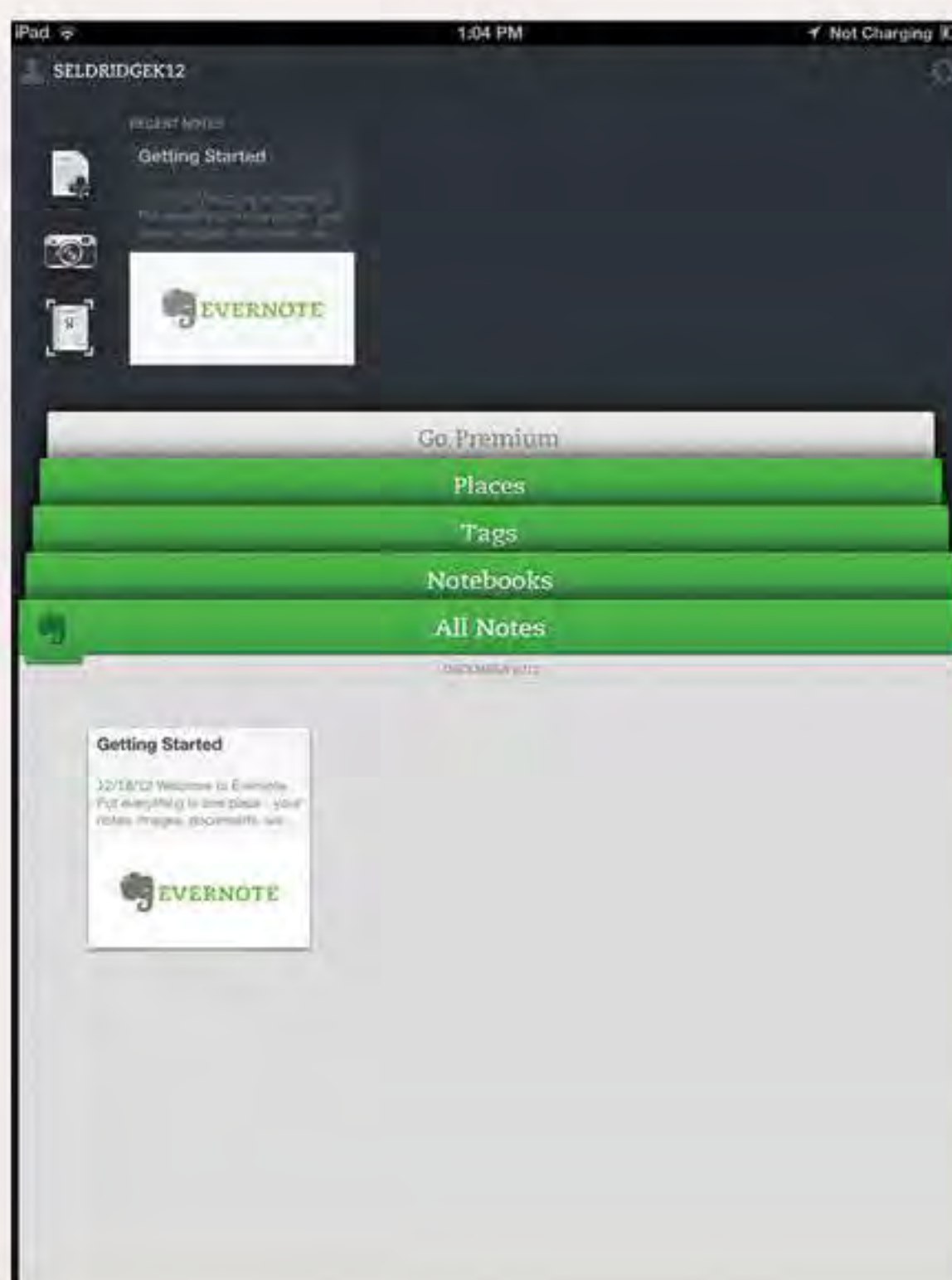# Evernote (Free; iOS, Android, Mac, and Windows)

Take notes and keep them synced across all your computers and devices with Evernote.

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Evernote is one of the most popular note-taking apps out there, and it's available on everything—you can use it on your iPad, your Android phone, or your PC, and sync them all so you're never without access to your notes. This omnipresence lets you make notes on your phone or iPad during class, then bring them up on your computer at any time later in the day.

With Evernote, you don't just have the ability to type up notes—you can add pictures to them. Take a photo with your phone or tablet and Evernote will upload it to your account. Not only that, but it'll automatically run OCR (optical character recognition) on those images. Evernote identifies the text in the image, and tags the note with those words so you can search for it later. This is a feature that could change how you use your camera—take pictures of anything you want to remember, and Evernote will keep track of it for you.

Browse your notes by Notebook, Tag, or Place.

Evernote allows you to create notes with formatting, pictures, and other media.

Individual notebooks can be used to organize your notes.

GoodReader ($4.99; iOS)

It's what it sounds like—a good app for reading documents on your iPad or iPhone. But that's just the start of what this useful little tool can do for you.
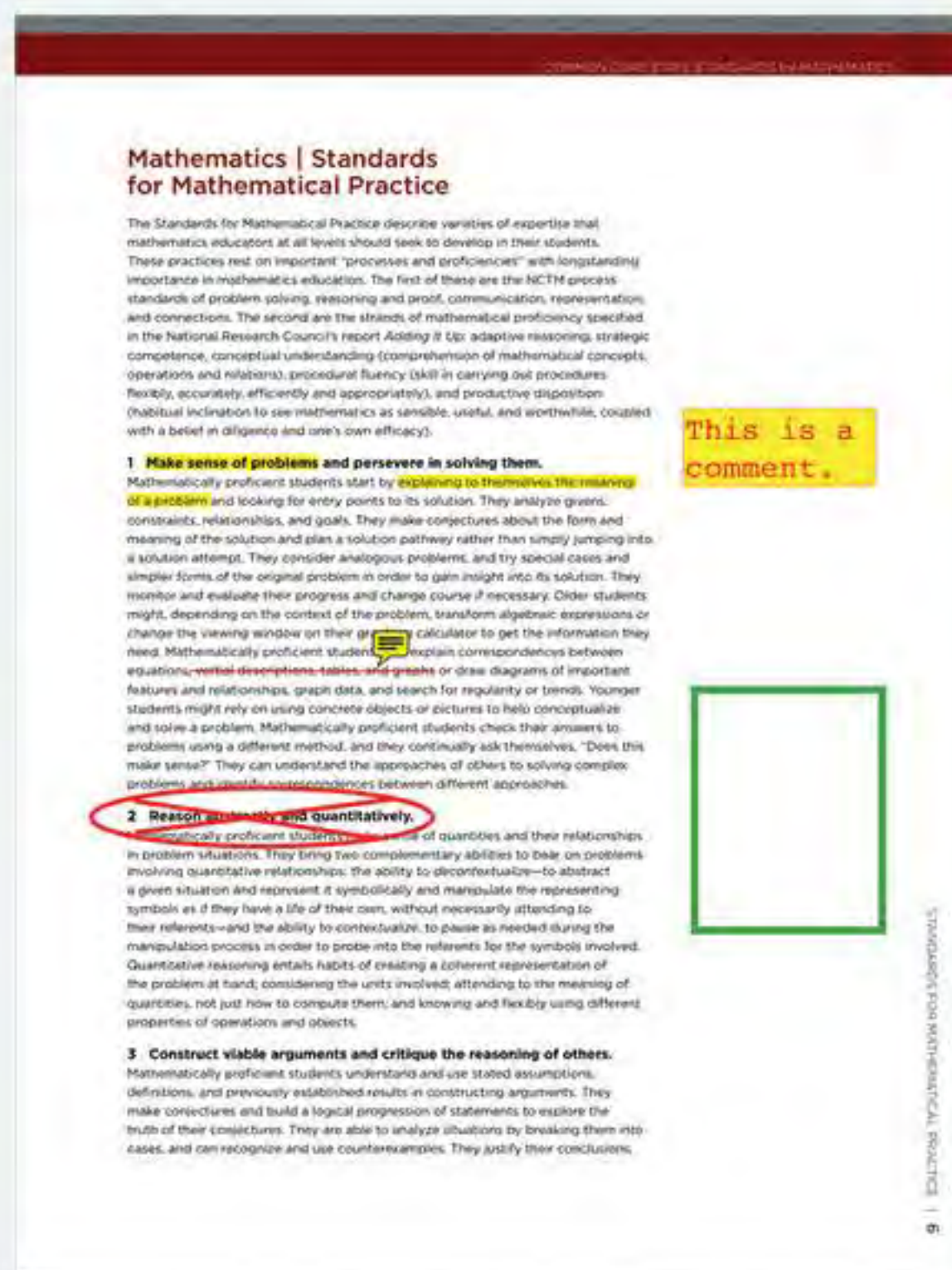
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What GoodReader's best at is letting you mark-up your PDF documents. It has most of the major note-taking features that Adobe Acrobat has—add comments, mark text to delete or replace, type, draw shapes and write in freestyle pen. It also makes it easy to manage your files, or create new text documents.
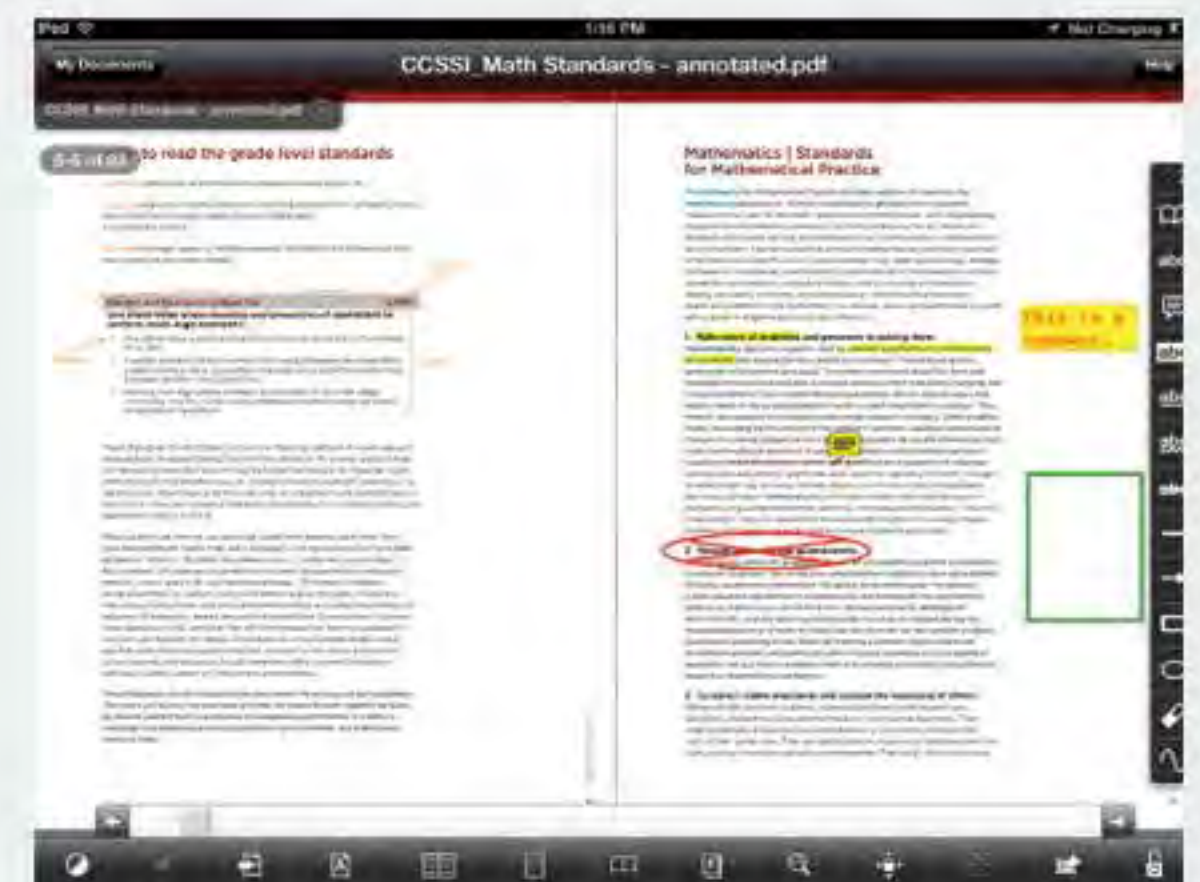
GoodReader's major limitation is that you can't mark-up most files that aren't PDFs. You can open up your Word documents to read them, but if you want to make any notes, you'd better convert to PDF beforehand.

GoodReader lets you manage all kinds of readable files.

Full-screen reading mode lets you read files with their mark-up.

Mark PDFs with text edits, highlights, shapes, and more.
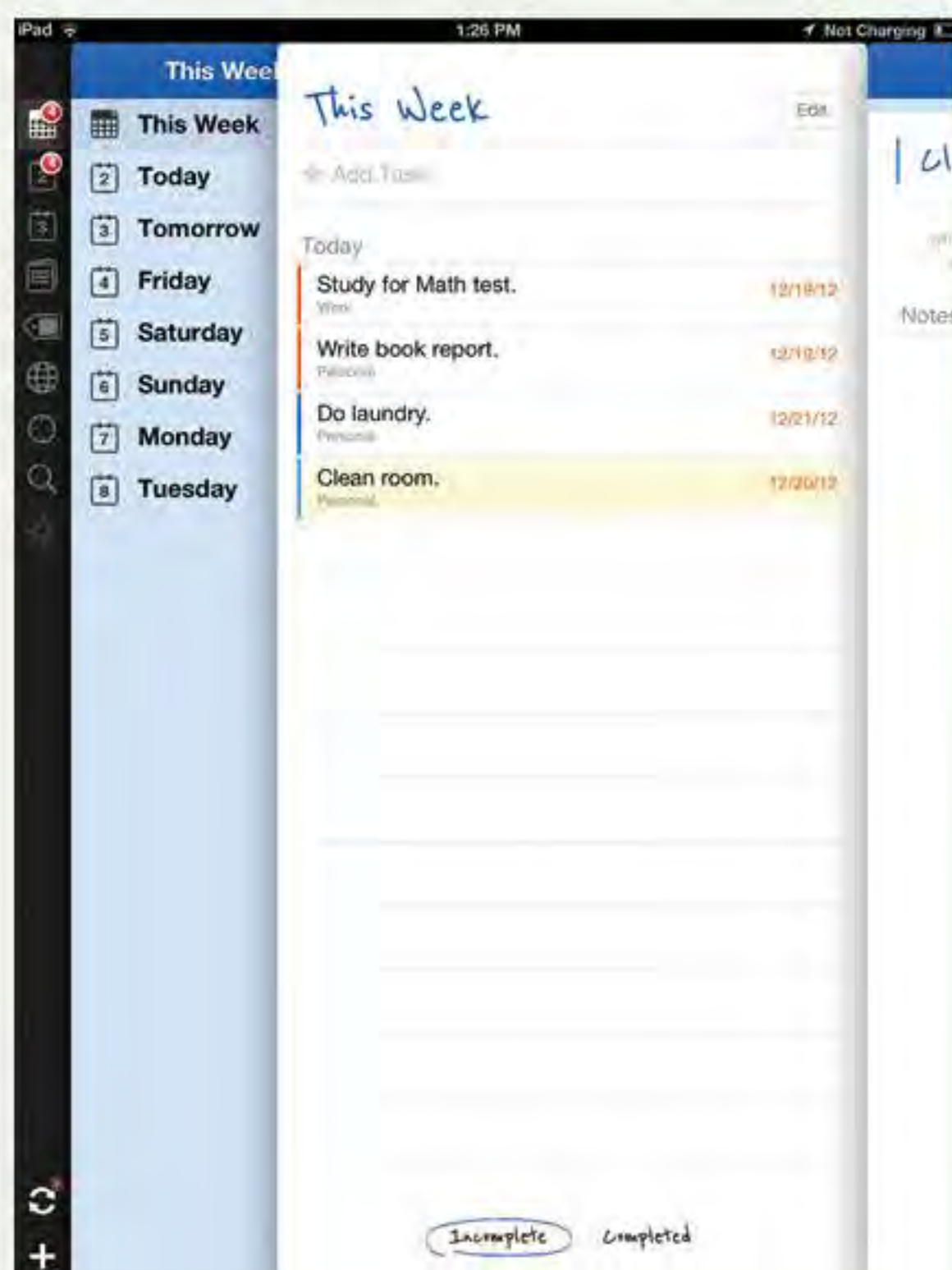
Remember the Milk (Free; iOS and Android)

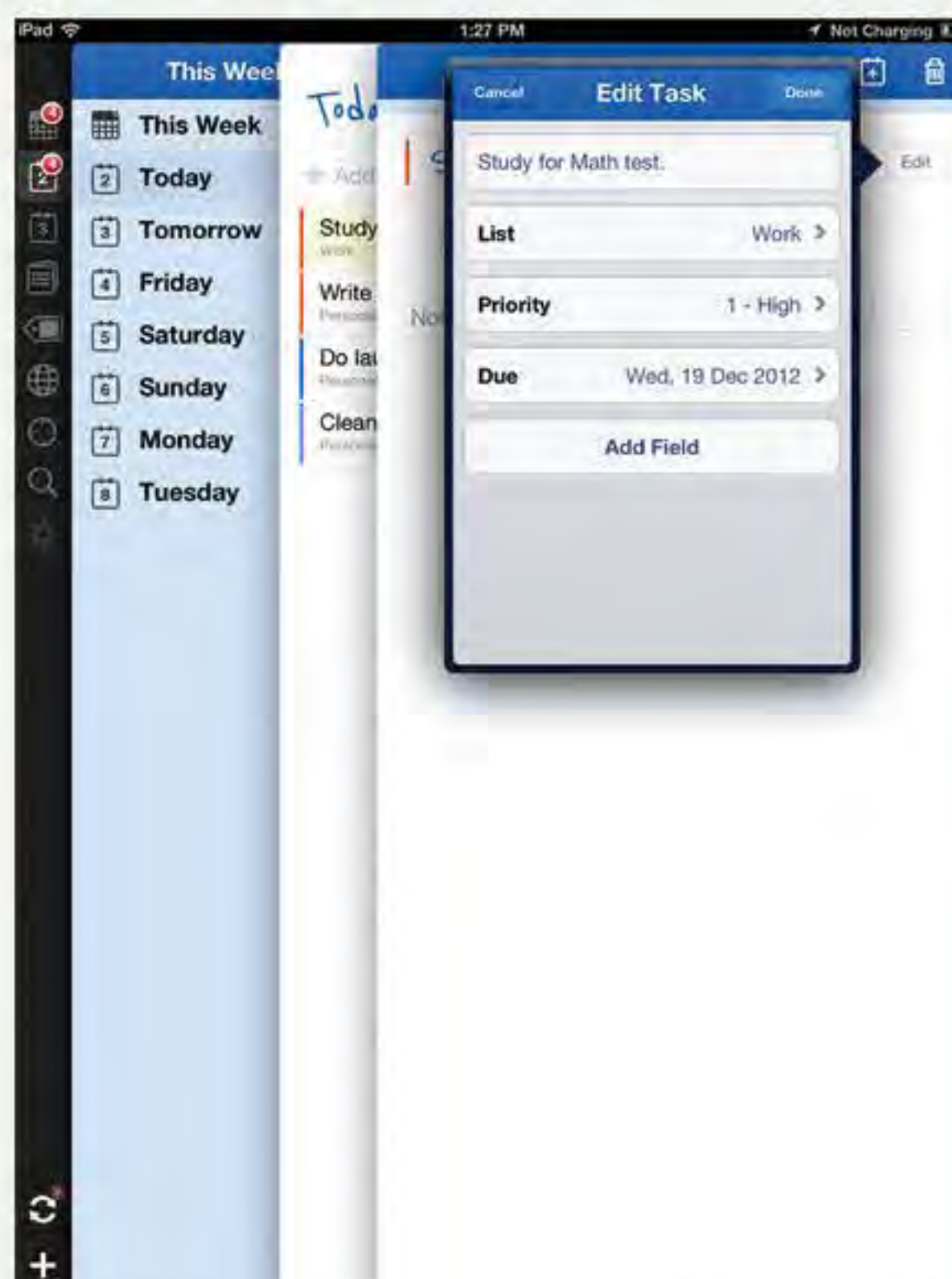*Remember the Milk is useful, easy to use, and free. You can't ask for more than that.*

Tap Here to
Download

Remember the Milk is the task-managing software to use if you find the phrase "task-managing software" a little intimidating. Students will benefit from this simple, kid-friendly way to keep track of their assignment and to-dos. Adding a task is as simple as giving it a name, and checking it off is as easy as pressing a button.
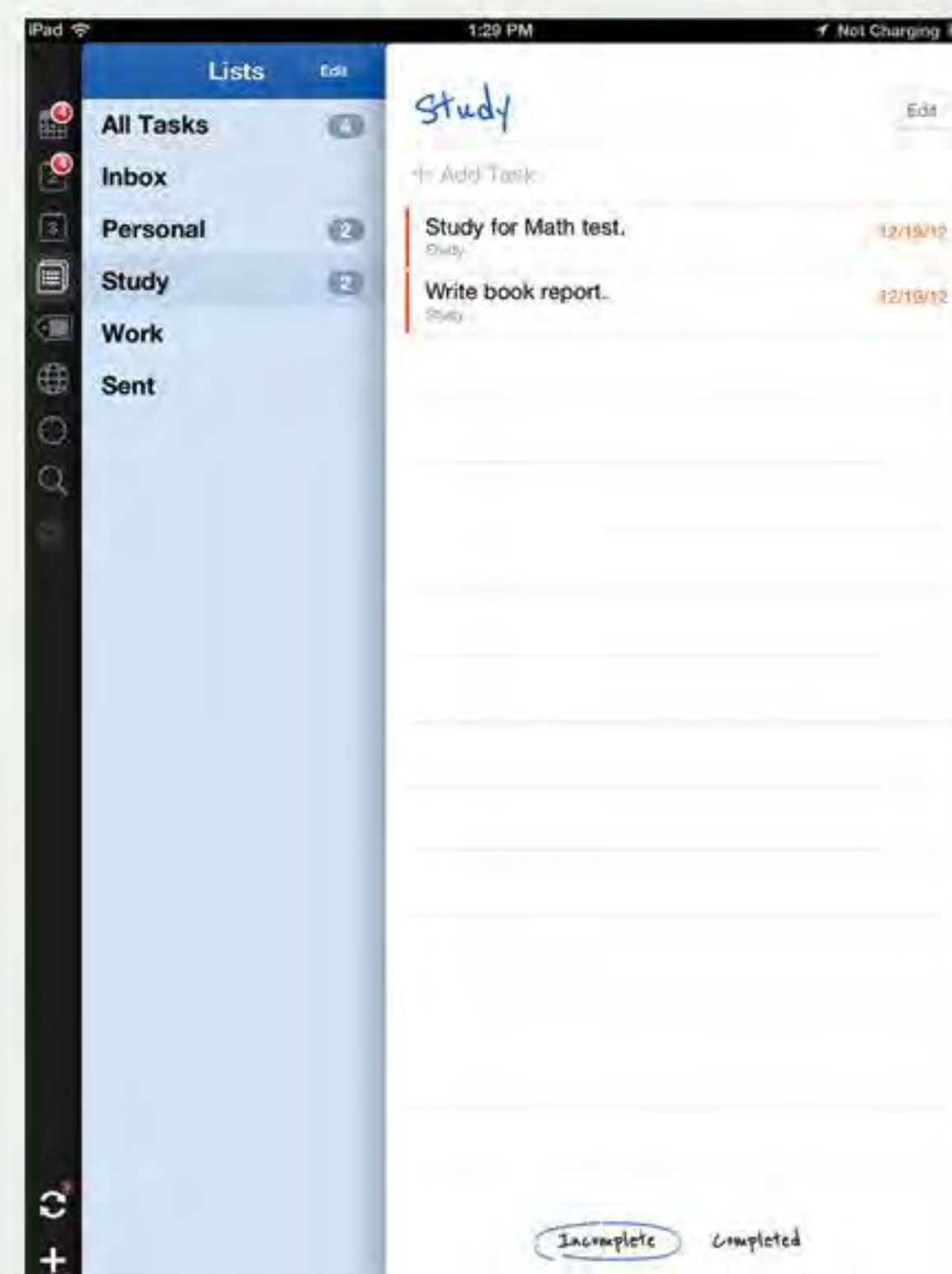
The app does have some useful additional features, but what's nice about Remember the Milk is that you never feel like you're getting lost in the minutia—the dates, notes, locations and tags all seem like they're there to make it easier for you to get your stuff done, not to make it more complicated. You won't find a better free app for keeping your kids on-task.

View your tasks for the week, sorted by priority and date.

Create tasks easily, choosing a list, a priority, and a due date.

View tasks by due date or by the list they belong to.

Notabilty ($1.99; iPad only)

Simple, yet feature-rich, note-taking app that your students will love. Available exclusively on the iPad, it has an intuitive user interface that anyone who can use a pen and paper can pick up easily.
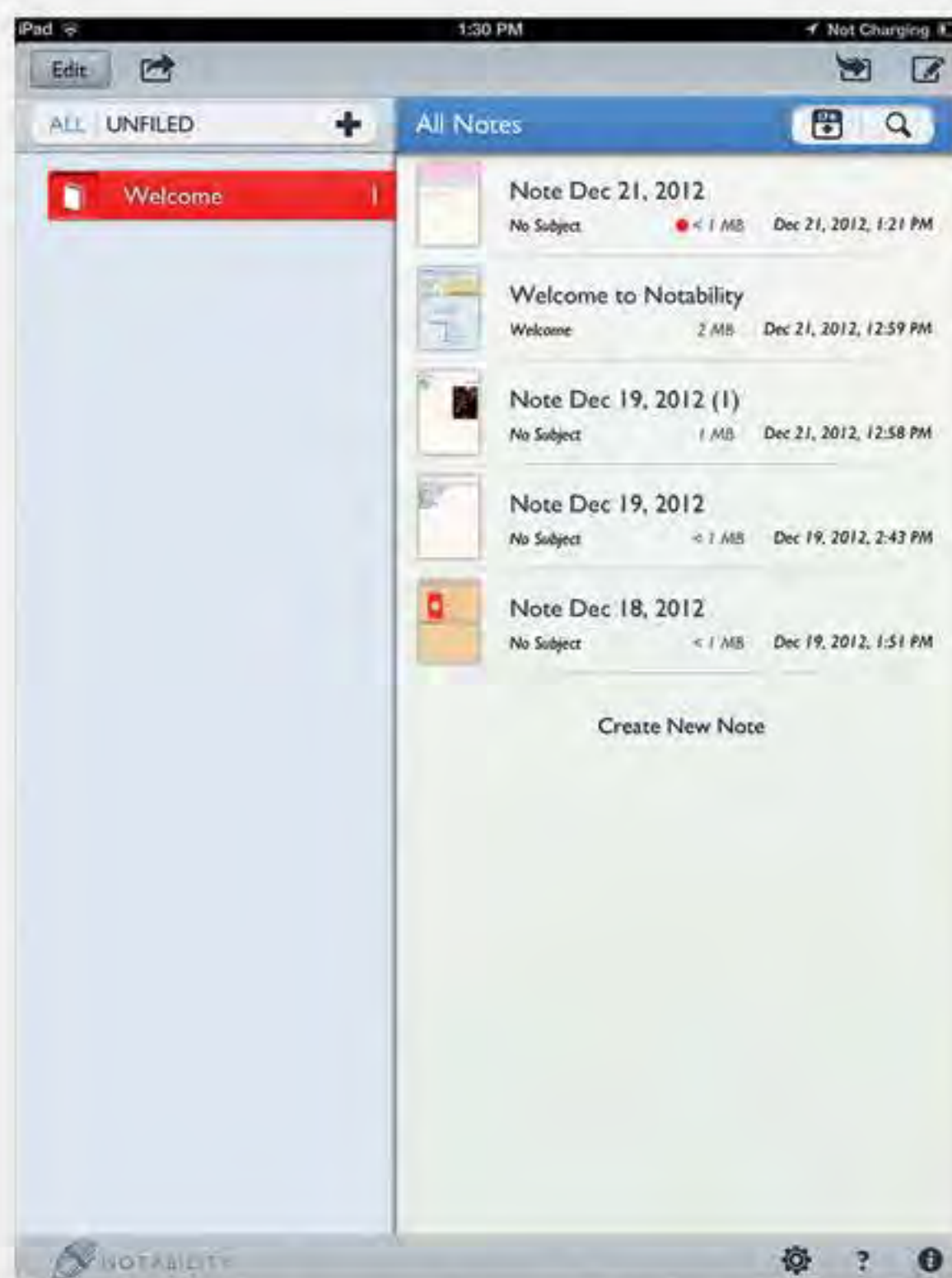
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The core of Notability is the virtual notebook. You can have many notebooks to organize your work in. Open one up, or start a new one, and you'll be presented with a page. Next, simply tap somewhere on the page and start typing. Or select the pen tool and write the old fashioned way. Of course, most kids don't have the best handwriting, so the handy scrolling zoom panel lets them write large letters that turn out small and neat.

Aside from writing and drawing, notability lets you add pictures and audio to your notes. One feature is so natural that you almost don't notice how useful it is—You can record audio that automatically syncs to your notes. Just double-tap any word in your notebook, and the audio will skip to the point in the recording at which you wrote that word. Reviewing a class lecture just got a whole lot easier for students.

Notes can contain writing, typing, sounds, or images.

Notes can be filed in Subjects and Categories.

The zoom pane allows you to do neater or more detailed work.

Habits Pro ($0.99; iOS)

Neat little app that does something pretty unique—it keeps track of all the little daily or weekly activities that you want to turn into habits. .

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Break down different habits by categories—the app starts you off with "Live a Healthy Life," "Be Social," and "Exercise Your Mind"—and then just add tasks to each one.
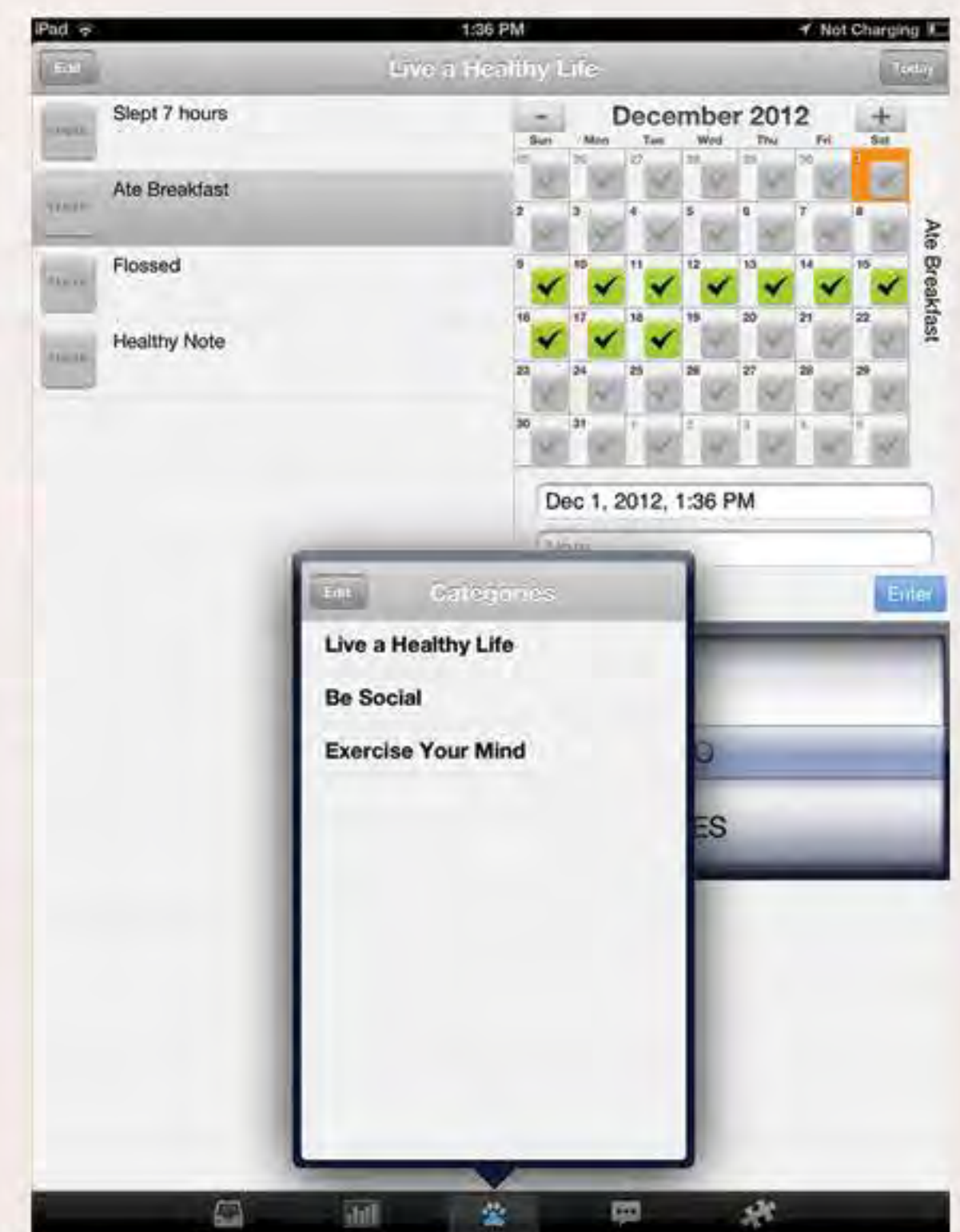
Suppose you've told a student he or she needs to make up a homework list to keep track of their assignments every day. The problem is, the list is only really effective if they're checking it at home. This is where Habits Pro can help. Add "Check Homework List" to the students' tasks, and the app will remind him or her to do it every day and will then check it off. The app helps the student not only complete individual to-dos, but build lasting habits. Your students' checks are recorded, and the data is turned into charts and graphs that show which habits are taking hold and which still need work. The only flaw in the app is a slightly clunky user interface.

Track your habits every day with a simple calendar.

Graphs let you see progress over time.

Organize tasks into different categories.