Module 4.5: Choosing a Daily Task Management System

Choosing a Daily Task Management System

Some students prefer paper-based task management systems, while others prefer to use technology to manage daily tasks. Consider the following advantages and disadvantages of systems you might choose.

System	Advantages	Disadvantages
Paper Planner	- User is not required to learn new technology - Eliminates possible distraction with apps - Flexible and adaptable user preferences	- Difficult to share tasks with team members in group projects - May require to time to create effective calendar and task list layouts
Online Calendar (e.g. Outlook Calendar, Google Calendar)	- Tasks and other life commitments are integrated in a single view - Information is easily viewable on multiple devices - Easy to schedule meetings with team members or share events	- May be difficult to integrate smaller tasks into a work plan - May be difficult to move incomplete tasks to a new timeslot on a later date
Time Management app (e.g. Wunderlist, Remember the Milk, Microsoft-To-Do)	- Information can view viewed on multiple devices - Most apps allow project lists to be shared between team members - Easy to integrate small takes into the daily task lists - Easy to mark tasks complete - Incomplete task scan be rescheduled simply	- May require time to learn the platform - Apps may become obsolete - Some apps require payment