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Time management tools

Why is time management important?

Time management is important because it helps you **make the most of your time, reduce stress**, **achieve your goals**, make **better decisions**, maintain **a work-life balance**, **prioritise tasks**, **share ideas,** increase **efficiency,** and ultimately, lead to **personal and professional success.**

During our research, my peer and I discussed how the **Pomodoro technique** will lead us to high-quality teamwork by adjusting a specific time for tasks and giving users space to keep their minds fresh and clear.
Besides that discovered two highly effective time management applications that we would like to recommend:
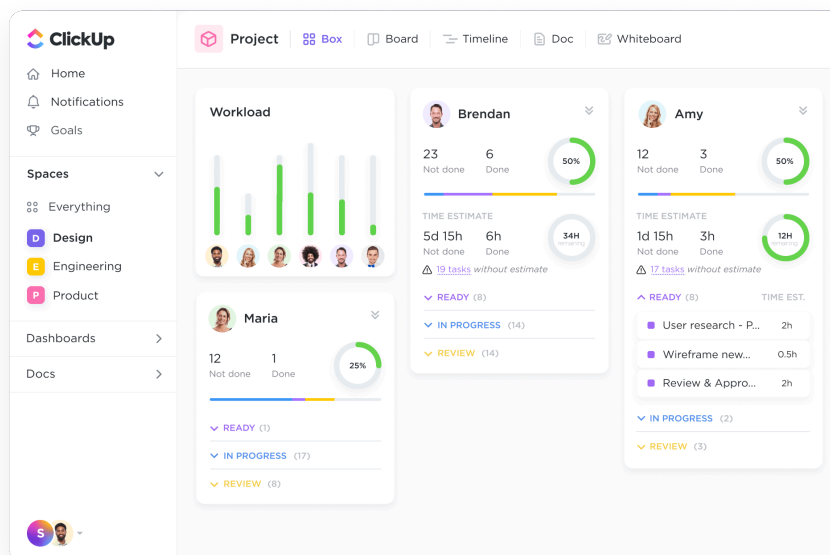
1.ClickUp

ClickUp is an all-in-one productivity tool built for teams of all types across any industry. You can plan, track, and collaborate on any project, build the perfect workflow for you and your team, create marketing campaigns, manage development sprints, and more all in one platform!
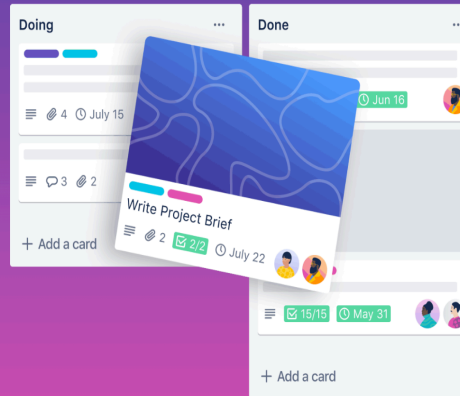
2. Trello

Trello is another time management tool that uses cards and lists. Users can create cards for each task and categorise them by giving a label. In addition, each card can be assigned by date and time which makes the project easier to track. An amazing part of this app is sending notifications to users to remind them of the upcoming due dates. Trello integrates with other tools and services, such as calendar apps like Google Calendar and Slack. Finally, it has mobile apps for iOS and Android for free!