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REVIEW AND COMPARISON OF TIME MANAGEMENT SYSTEMS

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Time management is a combination of knowledge, skills and abilities, so that people can prioritize, accurately impose their time, thereby increasing their personal productivity in organizing their working time.

Time management systems are designed to help the user improve their productivity by properly distributing tasks and evaluating the time they use. Also, these systems help the user to keep track of the daily routine, sleep and rest regime, which positively affects health.

Intelligent time management systems can not only perform the role of a simple to-do list, but also offer adjustments to the user's schedule. These systems are often used in sports, they help to use sleep, rest and food.

Until the 20th century, planning of working time was carried out with the help of primitive methods: memos for memory, to-do lists, etc. At the beginning of the last century, along with business development, new tools facilitated the work on planning time.

The time management system should solve the following tasks:
- Folders. Group related lists into easily accessible folders;
- Comments. Keep all discussions in one place and accessible to everyone;
- Public to-do lists. Share your lists with colleagues, friends and family;
- Cross-platform. Android, smart-watch and web-site;
- Reminders. Add reminders so you will not forget anything;
- Execution dates. Set a deadline to not disrupt the deadline;
- Notes. Add notes and do not miss any of the ideas;
- Notifications. Receive notifications of changes via email or push notifications;
- Mail. Convert your task to letters and simply forwarding them;
- Marks. Use marks to add more information for your tasks.

There are many good ready solutions for this task: Trello, Any.Do, ToDoist, Wunderlist, Toodledo, Springpad, MLO, Doit.im, Producteev, Asana, Remember the milk, Things, Google Tasks, OmniFocus, TickTick.

Each of these solutions deserves attention, the article will detail the two most popular solutions to date, which are used by millions of people around the world. These two services outperformed all other options.

ToDoist. The project, which appeared in 2007 and has been developing ever since. By 2013, the number of ToDoist users has reached the coveted figure of 1000 000users, and to date, according to some data, there are already more than 4000000 users.

ToDoist features an easy and simple interface and at the same time good functionality. There are under all modern platforms.

Service Features:
- Add tasks and projects;
- The ability to give access to the project to anyone - colleagues, friends, family members - to work together on common plans and goals;
- The breakdown of tasks into subtasks. By breaking serious tasks into smaller subproblems, it becomes easier for us to perform them;
- Subprojects. Inside the main task list, you can create additional lists;
- Dates in words. You can set the due date using the usual language, for example "Monday at 2 pm";
- Notifications. Get notified by email or push notifications as significant changes occur;
- A powerful tool for repeating dates. Quickly set the due date using a common language, for example "every day at 2 pm";
- Synchronization of information in real time. Data is automatically synchronized on all platforms and devices;
- Visualize your performance. With the help of Todoist-karma, you can monitor your performance and eventually analyze its performance;
- Priorities for tasks;

- Reminders (only in the premium version). Receive reminders via email, push notifications or SMS messages. Also receive on-the-go location-based alerts;

- Comments (only in the premium version). Using notes to tasks, add as many details as you want. Or attach pdf-files, tables and photos;

- Tags and filters (only in the premium version). To define the context of tasks using tags is a great way to become even more organized. Create custom filters that suit your workflow;

- Synchronize your calendar (only in the premium version);

- Project templates (only in the premium version);

- Add notes and files to tasks (only in the premium version);

- Adding a task using e-mail (only in the premium version);

- Location alerts (only in the premium version). Get notifications about tasks on iOS or Android when you arrive or leave from a specific place;

- Search by tasks (only in the premium version);

- There is a function to backup your tasks (only in the premium version); There is an API (for accessing the service from other applications and scripts);

- A system of hot keys for convenient work with the application through the keyboard;

- The maximum number of projects - 80 (in the free version) and 200 (in the premium).

As you can see, ToDoist is a very functional solution, which rightly is one of the three best solutions for managing tasks to date.

The first negative, as you probably already understood, is that most ToDoist functions are only available in the premium version.

The second disadvantage is that sometimes in ToDoist there are incomprehensible errors that spoil the whole impression.

Wundelist. At the moment, the audience of Wundelist has 13 million users around the world, and the head of the company, Christian Reber, has set a goal to reach 100 million in the near future. To this end, the company launched this month special APIs that allow you to integrate Wunderlist into other services.

Wunderlist is very similar to ToDoist. Almost the same functionality, easy and intuitive interface, instant synchronization, the possibility of teamwork, but almost all functions in Wunderlist are completely free of charge.

Main features of Wunderlist:

- The ability to group task lists into folders;

- Adding tasks and projects (lists);

- Shared lists. Wunderlist allows you to create joint lists. Very convenient for delegating tasks;

- Setting the deadline for completing the task;

- You can attach a voice message to any task (by pressing a special button inside the task, the recording starts from the microphone);

- Subtasks. Achieve more by breaking serious tasks into smaller sub-tasks (multi-level);

- Synchronization of information in real time. Now you do not need to do the synchronization manually, everything happens automatically on all platforms and devices;

- Notifications. Get notified by email or push notifications as significant changes occur;

- Notes to any task. Using notes to tasks, add as many details as you want. Or attach files, spreadsheets and photos;

- Comments on any task. If the task is delegated to another person, then you can communicate within the task through the commenting system;

- Ability to print any task list;

- Search by task;

- Adding a task using email;

- Sync with calendar;

- The ability to make the task list public (can be used for motivation);

- Tags. Identify the context of tasks using tags - a great way to become even more organized;

- Selection of active tasks (the selected task is automatically moved to the top of the list);

- You can change the background image of the main program window;

- Ability to create a full backup of data and save it on your computer;

- System of hot keys for convenient work with the application through the keyboard;

- Smart list system;
- Ability to interact with the service via the API;

Wunderlist has only one drawback - it's the lack of gaming, which I liked so much in ToDoist. Geomification is an excellent tool for motivation, so in my opinion - it is necessary to use it in task managers.

In this article, an overview of the most popular and prodminated time management systems was made, and the main functions that should be implemented in such a system were identified.

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