

SCHEDULING AND TIME MANAGEMENT

In addition to the Calendars app that comes preinstalled on your iPad, the following are some additional scheduling and time management apps that are more specialized in their focus.

PROJECT PLANNER HD

For managing one or more projects, and keeping them on-time, on-budget, and well-organized, there are a variety of third-party apps available for your tablet, including Project Planner HD (\$5.99 USD).

This is a project- and task-planning app (shown in Figure 1) that can help you juggle a handful of projects simultaneously and easily track their progress using interactive lists and Gantt charts.

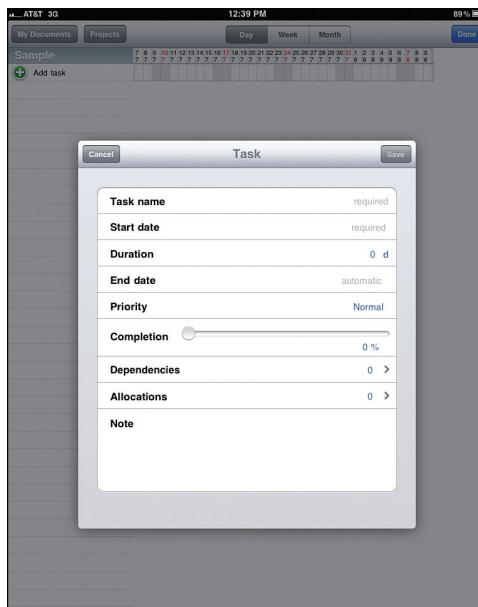


FIGURE 1

The Project Planner HD app enables you to manage projects and display data related to each project.

Like many apps that help with time management or scheduling, Project Planner HD works when you hold the iPad 2 in either landscape or portrait mode, and it enables you to view your data relating to a single day, week, or month using either a list or Gantt chart format.

The Project Planner HD app stores data in the .gan (Gantt Project) format, which is compatible with many project-management software applications for the PC or Mac, which makes it easy to sync data. Plus, you can save files created using this app in PDF format, or you can print or email them to other people.

NOTE Many project-management apps available for the iPad are designed to work with popular project-management software packages available for the PC or Mac. Merlin – Project Management for the iPad is an example of this. It's a free iPad app that enables you to manage projects on the go but keep your information seamlessly integrated with the Merlin software (\$199 USD) for the Mac, or the fee-based Merlin web-based application (www.projectwizards.net/en/merlin-web).

SHIFTY

For many managers who oversee multiple employees, one ongoing challenge is employee scheduling. Assigning people to the right shifts, making sure all shifts are covered, and taking into account days off and vacations can become a confusing and time-consuming endeavor.

There are many PC- and Mac-based software packages to handle this task. However, the Shifty app (see Figure 2) for the iPad (\$9.99 USD, <http://shiftyapp.com>) enables you to create and manage employee scheduling from virtually anywhere.

Shifty is easy to use, but it's packed with features that enable you to manage staff, assign duties, create shifts, and display scheduling information in easy-to-read and colorful charts or lists, which can ultimately be viewed on the iPad's screen, printed, or emailed to others.

Whether you're running a retail store, restaurant, or any other type of business that utilizes employees working in shifts, the Shifty app offers a useful tool for creating and managing employee schedules.

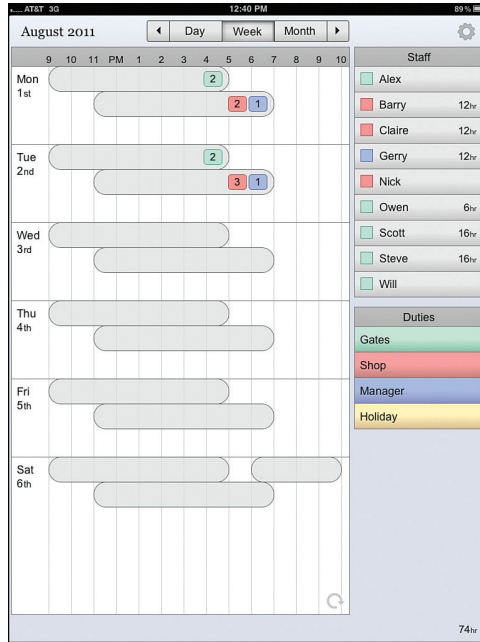


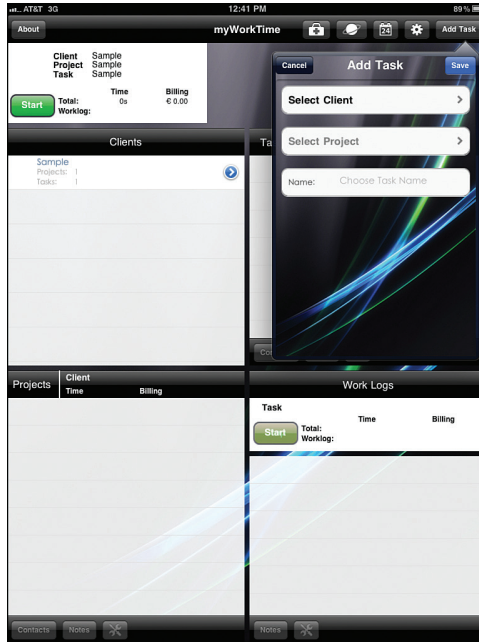
FIGURE 2

The Shifty app for iPad is a useful tool for employee scheduling.

MYWORKTIME

myWorkTime for the iPad (\$2.99 USD) is a comprehensive time-management tool that's flexible and customizable. It enables people to plan and then manage their time more efficiently. The app also makes it easy to keep track of how much time is actually spent on specific tasks, so you can bill customers or clients accordingly.

Through its easy-to-navigate user interface (see Figure 3), myWorkTime allows for time to be tracked related to multiple clients or multiple projects. You can set your billable time interval and your billable time rate, and you can easily keep track of the finances associated with your time.

**FIGURE 3**

myWorkTime is a flexible and customizable scheduling, time-, and project-management app.

The app maintains a detailed log of your time and enables you to not just review how you've spent time in the past, but also more efficiently plan out your future schedule. Thus, this app can also serve as a scheduling tool or a project-management tool for people in many different fields.

CAUTION Implementing any new software or app into your professional life requires a learning curve and an adjustment period. Be prepared for this, and don't give up on using the new software or app too quickly due to impatience on your part.