

## TIME MANAGEMENT

# Remember the Milk!

**AUTHOR:** Juan Guzman-Morales

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We are getting close to the half waypoint of the semester I would like to provide everyone a handy app called “Remember the Milk”. Remember the milk is a smart to-do app that help keep everything you need to do in one smart and handy place. With this app, you are able to prioritize tasks according to due date, importance, and other factors. You are also able to tag, clone, color-code items, attach files to tasks, and create subtasks for larger projects.

**Reference:** rememberthemilk.com

Remember the milk is also very user friendly that integrates other programs such as, Dropbox, Microsoft Outlook, Google Drive, and Evernote.

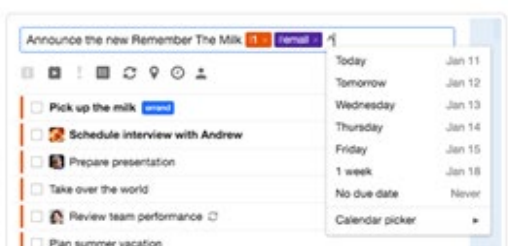
It is available on android, IOS, Kindle Fire, macOS, Windows, and through the web. There is a free basic plan and a \$39.99 per year pro plan.

Link: <https://www.rememberthemilk.com/>

If you have any questions or concerns, you are welcome to contact me through email at [juan.guzman-morales@nsc.edu](mailto:juan.guzman-morales@nsc.edu).

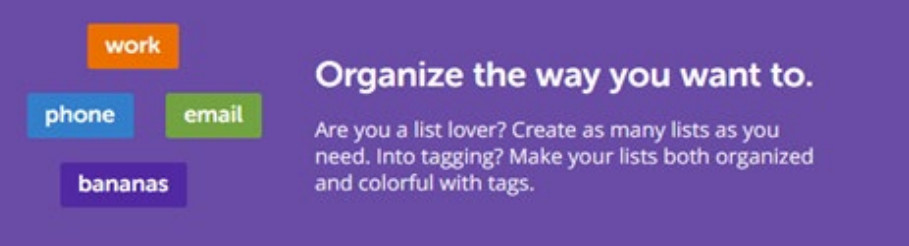
### Add with Smart Add.

It's super fast and easy to add your tasks to Remember The Milk with Smart Add. Enter your task's properties in one line, including due date, priority, repeat, tags, and more.



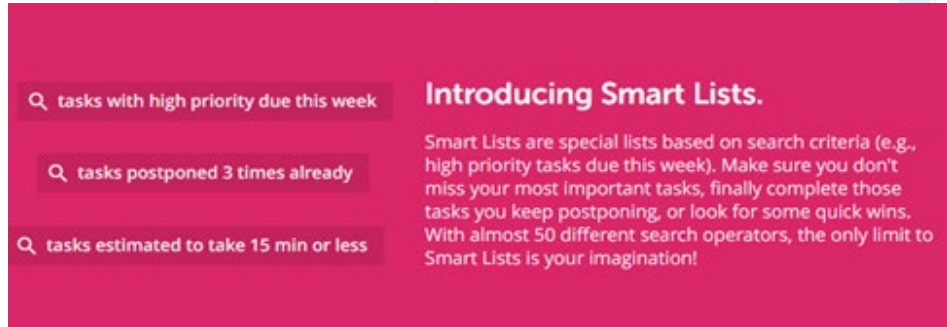
### Organize the way you want to.

Are you a list lover? Create as many lists as you need. Into tagging? Make your lists both organized and colorful with tags.



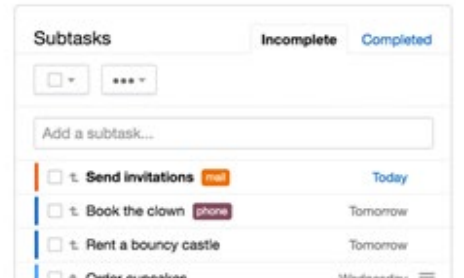
### Introducing Smart Lists.

Smart Lists are special lists based on search criteria (e.g., high priority tasks due this week). Make sure you don't miss your most important tasks, finally complete those tasks you keep postponing, or look for some quick wins. With almost 50 different search operators, the only limit to Smart Lists is your imagination!



### Break it down with subtasks.

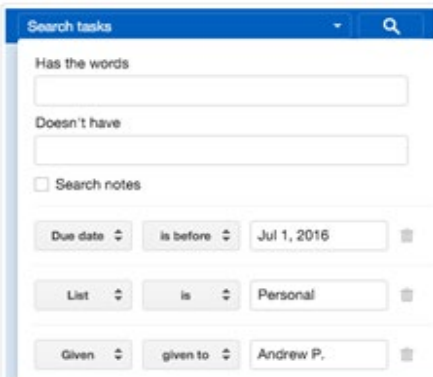
Subtasks break your tasks down into smaller, more manageable pieces. You can create any number of subtasks for a task, and those subtasks can have their own subtasks, too.



### The magical search wizard.


The search wizard makes it super easy to search your tasks. Want to find the tasks you've given to Bob T. Monkey that are due this week, priority 1, and tagged with *bananas*? No problem!

Once you've come up with a search that you like, you can save it as a Smart List (see the next bit).



### Get inspired with themes.

Choose from over 100 beautiful themes to make the app your own. From cityscapes to adorable animals to coffee (mmm, coffee!), we have a theme for you.



## Helpful Information about the DRC!

### Contact Us!

**Located:** Roger's Student Center

Room 123

**Phone:** 702-992-2180

**Email:** [DRC@nsc.edu](mailto:DRC@nsc.edu)

### Follow us on social media!

**Instagram/Facebook:**

@NSC\_myDRC

**DRC Website:**

[nsc.edu/DRC](http://nsc.edu/DRC)

### More Information!

If you have any questions or concerns, you can contact me through email at:

[Juan.Guzman-Morales@nsc.edu](mailto:Juan.Guzman-Morales@nsc.edu)