Name:	Boomerang for Gmail
Website:	http://www.boomeranggmail.com/
Summary:	Boomerang for Gmail is a plugin for Firefox and Chrome that adds a time dimension to email for Gmail and Google Apps accounts. With Boomerang, users can control when they send and receive messages and schedule a time for previously received messages to be pushed to the top of the inbox. Basic Accounts (up to 10 scheduled emails per month) are free and unlimited use is available for $4.99/month.
Alternatives to:	If you don't have Gmail, here are some similar services (but IMHO Boomerang works best): • Letter Me Later http://www.lettermelater.com/ • Laytr http://www.laytr.com/ • Deferred Sender http://www.deferredsender.com

Feature	Benefits	Uses
Send Later	– Strategically time messages to arrive at a certain time – Control the timestamp – Set future reminders	– Reach people in different time zones at optimal times – Delay messages until waking hours so your professors and/or students won't know you stay up all night. – Schedule birthday messages in advance – Send reminders right before an event
Boomerang Reminders	– Remember to check back on an important message received – Reduce inbox clutter	– Push an email with a paper/fellowship/conference deadline to the top of your inbox a week before it's due. – Push travel/appointment reminders to the top of your inbox on the appropriate date – Remind yourself to do a follow up meeting with a professor student a month from now.
Response Tracking	– Remember to follow up with people that don't respond – Remember to check back on an important message	– Follow up with students/administrators/professors if they don't respond to your email within a week. – Follow up with people who forgot to RSVP for an event.

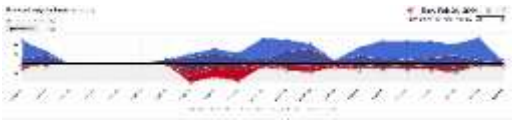
Some helpful Resources	
Installation:	http://www.boomeranggmail.com/download.html
Troubleshooting:	http://www.boomeranggmail.com/faq.html
Updates:	Facebook: http://facebook.baydin.com Twitter: @baydin

Name:	Canned Response by Gmail Labs
Website:	http://gmailblog.blogspot.com/2008/10/new-in-labs-canned-responses.html
Summary:	Canned Response is a lab offered to users of Gmail and available under Gmail Settings. The key here is in maximizing all the different ways to apply this tool to your life as a graduate student. Being able to set up an automated reply to an incoming email is nothing new. However, canned response, especially when combined with judicious use of Gmail filters, lets you customize auto-reply functions and quickly write personalized variations on different types of emails that need to be sent out quickly but with thought and care.
Alternatives to:	If you don't have Gmail, you could also try Outlook Reply Templates (assuming you have outlook). However, there are no free services on the web that currently offer similar features.

Feature	**Benefits**	**Uses**
Automatically send different replies to different people	– Respond quickly – Don't fall behind on email responses when your inbox fills up – Get information out fast	– If you're going to be on vacation or away at a conference**,** select the 'canned response' option when creating a google filter to send out customized replies to different senders (ie. Maybe you only want your personal cell number to be emailed in response to an email from your advisor) – When 100 students email you to ask where the syllabus is/ when the exam is/ email the information instantly. – When you are 50 emails behind, auto-respond to let people know you got their email and intend to respond. – Auto-respond to confirm received RSVPs
Save previously written email templates	– Quickly create personalized emails – Save frequently emailed information, such as URLs, locations etc. – Save form language	– Keep in touch with people you meet at conferences and other events by customizing a 'nice to meet you' template. – Send out fast 'Thank You' letters – Create fast answers to longer questions from students by pre-saving a bulleted list of information that might come in handy. – Save your grocery/shopping list in an email template for quick printing/texting/emailing.

Some helpful Resources	
Installation:	http://www.youtube.com/watch?v=-RvIIt43TGs
Troubleshooting:	http://www.google.com/support/forum/p/gmail/thread?tid=6f16903e8a11ae0d&hl=en
Updates:	Your best bet is to search the google blog at http://googleblog.blogspot.com

RescueTime



Name:	RescueTime
Website:	http://www.rescuetime.com/
Summary:	RescueTime is a Firefox add on that runs in the background and gives you an instant and understanding of how you spend your time on your computer and online. It measures which sites and programs are active and for how long. It automatically stops measuring if your mouse and keyboard aren't used for 2 minutes or more. You see what percent of your browsing is "productive", and how your browsing productivity compares to hundreds of thousands of users across the world. The free version saves data for two months but you can save your weekly emails. Basic Accounts are free and advanced features can be turned on for $6-$9/month.
Alternatives to:	If you don't have Firefox, here are some alternatives (that I have not tested but which are recommended): • Toggl https://www.toggl.com/ • Manic Time http://www.manictime.com/ • Slim Timer http://slimtimer.com/

Feature	Benefits	Uses
Automatic Time Tracking	– Runs in the background – Can track sites and software – Only tracks the 'active' window or tab	– Find out how many hours a week you spend online – Get a sense of which sites and software you use the most and which you thought would be useful but actually hardly use.
Productivity Score	– Compare your productive vs. distracting time – Compare scores – Check for trends over time	– Find out how much of the time you spend online is actually productive. – Get a realistic sense of how you're doing compared to most people – Find out which days of the week and times of day are the most productive for you – this could help when you schedule classes and meetings and work times.
Categorized Activities	– Compare time spent grouped by activities or grouped by site.	– Figure out which productive activity categories take the most time and budget your time accordingly. – Figure out what categories your distracting sites fall into.

Some helpful Resources	
Installation:	https://addons.mozilla.org/en-US/firefox/addon/rescuetime-productivity-meter-/
Troubleshooting:	https://www.rescuetime.com/faq
Updates:	Twitter: @rescuetime

Name:	Leech Block
Website:	http://www.proginosko.com/leechblock.html
Summary:	LeechBlock is an add-on for Firefox that is designed to block or limit spent on the websites that 'suck' all the time out of your productive life (ie. Facebook and Youtube…cough cough). You specify up to six sets of sites to block, with different times and days per set. Sites can be blocked within specific time periods (ie. During the working day) or after a specified amount of browsing (ie. After 30 minutes in each day) or with a combination (ie. Only 10 minutes between 9am and 5pm). Site options include using wildcards for domains (ie. *.example.com) and setting exceptions. LeechBlock also keeps track of the total amount of time you have spent browsing the sites in each block set.
Alternatives to:	If you don't have Firefox, here are some similar services: • Stay Focusd (Google Chrome) http://stayfocusd.com/ • Self-Control (Mac Users) http://eyebeam.org/projects/selfcontrol

Feature	**Benefits**	**Uses**
Create sets of sites to be blocked together	– Set different rules for different types of sites – Block many sites at once	– Group time-wasting sites into 'very distracting,' 'kind of distracting,' and 'only a little distracting' sets and then set browsing rules accordingly.
Select days of the week, within time periods, and after time limits	– Create different rules for different days – Allow limited 'leech' breaks from being productive	– Set sites to be blocked only on the days when you have class, or only on weekdays. – Set sites to be blocked only during your class periods or, for example, further specify that you're allowed 10 minutes of browsing time during designated 'homework' hours.
Track time spent on 'leech' sites	– Assess how much 'leeching' occurs in your life.	– Figure out which sites should be in the 'very distracting' set as opposed to the 'kind of distracting' set.
Redirect to a specified site	– Choose a URL to redirect 'leech' sites to.	– You can arrange for one set of blocked sites to redirect to your list of things to do (I like Google Tasks and Remember the Milk). – Another set of blocked sites might redirect to your dropbox site to remind you to do work.

Some helpful Resources	
Installation:	https://addons.mozilla.org/en-US/firefox/addon/leechblock/
Troubleshooting:	http://www.proginosko.com/leechblock_faq.html
Updates:	http://www.proginosko.com/leechblock.html

Name:	LastPass
Website:	http://lastpass.com
Summary:	LastPass is a free online password manager and Form Filler that makes your web browsing easier and more secure. For Firefox, IE, Safari and Chrome. Your sensitive data is encrypted locally before upload so even LastPass cannot get access to it. As of Sept 20, 2011 LastPass Premium is free for six months to all university students for a limited time. Use your .edu address and sign up through lastpass.com/edu .
Alternatives to:	Since LastPass is highly secure, multi-platform and cross-browser, it really is your best option but this is a reasonable free alternative : • Kee Pass http://keepass.info/

Feature	Benefits	Uses
Master Password and Password Generation	– Remember one password to get in and out of Last Pass – Create secure passwords – Automatic Log-In	– Create a different secure password for each new site – Create one very difficult master password. If it's the only one you have to remember, you can make it harder. – Save time on the sites you visit every day by setting up automatic fill and log in.
Password Vault w/ Notes – accessible from anywhere	– Passwords are accessible on computers w/out Last Pass – Notes allow you to attach other kinds of sensitive data to your passwords – Set up site-specific preferences	– Use your password vault to group and categorize sites when you have lots of accounts. – Keep notes about information you need for each site (navigation instructions?) – If you have multiple accounts for a site, use preferences to pick from multiple log-ins.
Automatic Form Filler	– Save time on forms – Keep multiple profiles	– Set up separate profiles with your personal information and with your school information. – If you always forget the information of your emergency contact, create a profile with their address, telephone number, etc. that you can access from anywhere.

Some helpful Resources	
Installation:	https://lastpass.com/misc_download.php
Troubleshooting:	http://lastpass.com/support.php?lpnorefresh=1
Updates:	http://blog.lastpass.com/

Name:	Dropbox
Website:	http://www.dropbox.com/
Summary:	Dropbox is a service that installs onto your desktop as a folder that continuously sync to your dropbox.com account on the cloud. It supports multiple accounts on different computers, is compatible with multiple browsers, and allows you to selectively decide which sub-folders should be synced with specific computers. There are also a whole host of third party apps which add extra functionality to Dropbox. A free account gets you 2GBs of storage (up to 8GBs with referrals). For a limited time, signing up with a .edu address doubles your referral bonus. For $9.99/month, you get 50GBs.
Alternatives to:	These programs are similar to Dropbox and come highly recommended: • Box.Net http://www.box.net/ • Spider Oak https://spideroak.com/ • Sugar Sync https://www.sugarsync.com/

Feature	Benefits	Uses
Cloud-Storage and auto-syncing	– Secure access to your files from anywhere – Change a file on one computer, access the updated file on another one.	– Sync your mp3 music library across computers. – When doing research at the library or at a public computer, you can upload PDFs and other files to your online dropbox account. – Using a third party app like 'send to dropbox' you can email files straight into your folder
Invite individuals or groups to share folders	– People you're working with conveniently see the folder on their own computer – Dropbox stores previous versions and deleted files to prevent mistakes	– Share a folder with everyone in your class so everyone can store assignments and readings. – Share a folder with your study group so you can share notes and test-prep documents – Share a dropbox folder with co-authors so each of your edits to a paper are reflected on everyone's local copy.
Create public files and folders	– Get a public URL for each file in a public folder – Create a folder accessible by anyone	– Put your resume in the public folder; put the public link on your business card. Then update the resume file as needed. – Using third party app - http://pub.300.mg/ - you can enable download statistics for your public files. – Host a website from within your public folder

Some helpful Resources	
Installation:	http://www.dropbox.com/install
Troubleshooting:	http://www.dropbox.com/help
Updates:	Twitter: @dropboxops Blog: http://blog.dropbox.com/